

U.S. Department  
of Transportation

United States  
Coast Guard



Commandant  
United States Coast Guard

2100 Second Street, S.W.  
Washington, DC 20593-0001  
Staff Symbol: G-WTR-1  
Phone: (202) 267-0622

COMDTINST M1001.28  
MAR 28 1997

COMMANDANT INSTRUCTION M1001.28

Subj: RESERVE POLICY MANUAL

1. PURPOSE: This Manual prescribes policies for the administration of the Coast Guard Reserve, consistent with and supplemental to laws and regulations of higher authority. A variation to the standard directive format is used and approved on a test basis only. You may direct your comments to the following address: COMMANDANT (G-SII), 2100 2nd St. S.W., Washington, DC 20593-0001.
2. ACTION: Area and district commanders, commanders maintenance and logistics commands, commanding officers of headquarters units, and Commander, Coast Guard Activities Far East shall ensure compliance with the provisions of this manual.
3. DIRECTIVES AFFECTED: COMDTINST M1001.27A is hereby canceled.
4. DISCUSSION: This manual represents a substantial reorganization of the material once contained in the Coast Guard Reserve Administration and Training Manual (RATMAN) (COMDTINST M1001.27A). Many procedures have been deleted as they are now contained in the Coast Guard Personnel Manual (COMDTINST M1000.6A), the Personnel and Pay Procedures Manual (PPCINST M 1000.2), and other manuals. Appendix B of this manual contains a complete listing of material moved or deleted. Also, much of the information from the RATMAN is presented in different sequences for a more logical flow.

/s/ R. M. LARRABEE  
DIRECTOR OF RESERVE AND TRAINING

## TABLE OF CONTENTS

Chapter	Page
<b>Chapter 1 - The Coast Guard Reserve</b>	
<b>A. Mission, Vision, and Performance Measures</b>	
Mission	1-A-2
Vision	1-A-2
Statutory Board	1-A-2
Performance Measures	1-A-4
<b>B. History of the Coast Guard Reserve</b>	
Establishment and Early History of the Coast Guard Reserve	1-B-2
Regulatory/Policy Timeline	1-B-4
Operational Milestones	1-B-5
Post World War II SELRES Strength	1-B-7
Recommended Reading List	1-B-7
<b>C. Structure of the Coast Guard Reserve</b>	
The Ready Reserve	1-C-2
The Standby Reserve	1-C-5
The Retired Reserve	1-C-7
<b>D. Reserve Classifications and Training Pay Categories</b>	
Overview	1-D-2
Reserve Categories	1-D-2
Reserve Classes	1-D-2
Retired Reserve Categories	1-D-3
Training Pay Categories	1-D-3
Changes to Training Pay Categories	1-D-6
Transfers (to TRA/PAY CATs)	1-D-6
30-Year Limitation (TRA/PAY CATs)	1-D-7
Unusual Cases (TRA/PAY CATs)	1-D-7
Reservists on Extended Active Duty (TRA/PAY CATs)	1-D-7

## TABLE OF CONTENTS

Chapter	Page
<b>Chapter 2 - Inactive Duty Training</b>	
<b>A. Definitions and Types</b>	
Defined	2-A-2
Types of IDT	2-A-2
Single Drill	2-A-3
Multiple Drill	2-A-3
Appropriate Duty	2-A-3
Appropriate Duty with Pay	2-A-4
Appropriate Duty without Pay	2-A-4
<b>B. Orders and Requirements</b>	
Inactive Duty Drill Orders	2-B-2
IDT Frequency Authorization	2-B-3
Minimum Drill Attendance	2-B-4
Absences	2-B-4
Reasonable Commute Distance	2-B-5
Travel While on IDT Orders	2-B-5
<b>Chapter 3 - Active Duty For Training</b>	
<b>A. Definitions and Types</b>	
Definition	3-A-2
Types	3-A-2
<b>B. Annual Training Requirement</b>	
Goal of Active Duty	3-B-2
AT Requirement	3-B-2
Reasons for Waiver of AT Requirements	3-B-3
Requests for Waiver of AT Requirements	3-B-3
AT Requirement for Reservists Switching TRA/PAY Categories	3-B-4
AT of Personnel in Foreign Residence	3-B-5
<b>C. Active Duty for Training</b>	
Definition	3-C-2
Types of ADT	3-C-2
Sub-categories of ADT	3-C-3
Authority	3-C-4
Limits on ADT-ODT	3-C-5
Issuance of Orders	3-C-6
Cancellation or Early Termination of Order	3-C-6

## TABLE OF CONTENTS

Chapter	Page
<b>D. Active Duty Other Than Training</b>	
Definition	3-D-2
Types of Active Duty Other Than Training (ADOT)	3-D-2
Sub-categories of ADOT	3-D-2
Authority	3-D-4
Limits on ADOT	3-D-4
Funding	3-D-5
Issuance of Orders	3-D-5
Cancellation/Early Termination of Orders	3-D-6
Extension of Orders	3-D-6
Status of Reservists on ADSW Orders	3-D-7
Identifying Reservists for ADSW Jobs	3-D-7
Applying for ADSW Jobs	3-D-7
<b>E. Resident Training for Reservists</b>	
Definition	3-E-2
Resident Training Goals	3-E-2
Resident Training Open to Reservists	3-E-2
Coast Guard Class Schedules	3-E-3
Reserve Specific Schools	3-E-4
How to Apply	3-E-4
When to Apply	3-E-4
Notification of Selection	3-E-4
Unit, ISC, MLC, PERSRU, and Commandant Duties	3-E-5
<b>F. Reserve Orders</b>	
General Information	3-F-2
Authority to Issue and Approve Travel Orders	3-F-4
Authority to Issue Involuntary ADT Orders	3-F-4
Authority to Amend or Terminate Orders	3-F-4
ADT without Pay	3-F-6
Limitations	3-F-6

## TABLE OF CONTENTS

Chapter	Page
<b>Chapter 4 - Participation Standards and Assignments</b>	
<b>A. Participation Standards</b>	
Satisfactory Participation	4-A-2
SELRES Unsatisfactory Participation	4-A-2
IRR and Standby Reserve (Active Status) Unsat Participation	4-A-2
Counseling for Unsatisfactory Participation	4-A-3
Hardship Transfer to IRR	4-A-3
Travel Notification	4-A-4
Change of Residence	4-A-4
Physical Fitness Standards	4-A-6
Weight Standards	4-A-6
<b>B. Failure to Participate</b>	
Compliance Measures	4-B-2
Failure to Attend to Complete ROCI	4-B-3
Failure to Undergo Physical Exam	4-B-3
Failure of Officer to Earn Required Minimum Retirement Points	4-B-3
<b>C. Assignments</b>	
Assignment to Units within the ISC AOR	4-C-2
Affiliation of USPHSR Officers	4-C-2
Limitations on Assignment of Pregnant Reservists	4-C-2
Assignment to Inter-Service Training Units	4-C-3
Assignment of Personnel upon Separation from AD	4-C-3
Failure to Report IAW Orders	4-C-4
Senior Reserve Enlisted & Officer Career Paths & Roles Under Team Coast Guard	4-C-4
<b>Chapter 5 - Reserve Programs</b>	
<b>A. RP Program</b>	
Overview	5-A-2
Training Process Flowchart	5-A-2
<b>B. RY Program</b>	
Overview	5-B-2
Training Process Flowchart	5-B-2

## TABLE OF CONTENTS

Chapter	Page
<b>C. RK Program</b>	
Overview	5-C-2
Training Process Flowchart	5-C-2
<b>D. RX Program</b>	
Overview	5-D-2
Training Process Flowchart	5-D-2
<b>E. RM Program</b>	
Overview	5-E-2
Training Process Flowchart	5-E-2
<b>F. Other Programs</b>	
RL Program	5-F-2
RJ Program	5-F-2
RN Program	5-F-2
RQ Program	5-F-2
 <b>Chapter 6 - Qualifications</b>	
<b>A. Officer Experience Indicators</b>	
Definition	6-A-2
Structure of Officer Experience Code	6-A-2
<b>B. Enlisted Qualifications</b>	
General	6-B-2
Assignment	6-B-2
Removing from Record	6-B-2
Service Record Entries	6-B-2
<b>C. Other Qualifications</b>	
Officer	6-C-2
Enlisted	6-C-2
<b>D. Civilian Occupation Codes</b>	
Civilian Occupation Codes	6-D-2

## TABLE OF CONTENTS

Chapter	Page
<b>Chapter 7 - Promotions, Advancements, Reductions, Changes in Rate and Status</b>	
<b>A. Commissioned Officer</b>	
General	7-A-2
Definitions	7-A-2
Inactive Duty Promotion List (IDPL)	7-A-2
Authorized Number	7-A-3
Assignment of Running Mates	7-A-4
Reassignment of a Running Mate	7-A-5
Selection and Promotion	7-A-6
Failure of Selection	7-A-7
Promotion Lists	7-A-10
Requirements for Promotion	7-A-10
Removal from a Promotion List	7-A-12
Declining or Failing to Act on Promotions	7-A-13
Failure to meet Promotion Criteria	7-A-13
Failure due to Removal from Active Status	7-A-14
Frocking	7-A-14
<b>B. Chief Warrant Officers</b>	
General	7-B-2
Definitions	7-B-2
Eligibility for Permanent Promotion	7-B-2
Selection for Promotion	7-B-2
Failure of Selection	7-B-3
Consideration by Next Annual Selection Board	7-B-4
Promotion Lists	7-B-5
Requirements for Promotion	7-B-5
Removal from a Promotion List	7-B-6
Procedures for Effecting Promotion	7-B-6
Declining Promotions or Failing to Obtain a Required Physical	7-B-7
Failure to meet Promotion Criteria	7-B-7
Effect of Removal from an Active Status on Promotion	7-B-8
Lateral Change in Warrant Specialty	7-B-8

## TABLE OF CONTENTS

Chapter	Page
<b>C. Enlisted Personnel</b>	
General	7-C-2
Responsibility	7-C-4
Advancement or Change in Rating Elements	7-C-4
Evaluation Marks	7-C-5
Correspondence Courses	7-C-6
Required Completion of Class A School; Entry, Certain Ratings	7-C-6
Path of Advancement	7-C-6
Advancement Limitations	7-C-7
Hearing/Color Requirements	7-C-7
Security Clearance Requirement for Certain Ratings	7-C-7
Service Requirements & Determination of Service	7-C-8
Additional Eligibility Requirements for E-7, E-8, or E-9	7-C-10
Changes in General Rate and Rating	7-C-11
Advancement of Personnel who Passed CG SWE	7-C-14
Effective Date of Advancement	7-C-15
Data Processing Technicians	7-C-16
Investigator Rating	7-C-16
Advancement After Reduction	7-C-17
Designators	7-C-18
Training Rating Indicators	7-C-19
Reduction in Rate	7-C-20
<b>D. Service Wide Examination Procedures</b>	
General	7-D-2
Eligibility	7-D-2
Substitute Examinations	7-D-2
Educational Services Officer Check-Off List	7-D-4
<b>E. Casualties and Medical Benefits</b>	
General	7-E-2
Casualties	7-E-2
Injury - On Active Duty for Greater Than 30 Days	7-E-2
Injury - On Active Duty for 30 Days or Less, or on IDT	7-E-2
Issuance of Notice Of Eligibility (NOE)	7-E-2
Pay and Allowances While on NOE	7-E-4
Payment of Medical Bills	7-E-4
Payment of Travel Costs	7-E-4
Process Flow and Samples	7-E-4



## TABLE OF CONTENTS

Chapter	Page
<b>Chapter 8 - Separations from the Service</b>	
<b>A. Separation of Officers</b>	
General	8-A-2
Types	8-A-2
Mandatory Separation for Age	8-A-4
Interservice Transfers	8-A-5
Resignation	8-A-6
Forms of Resignations	8-A-7
Revocation of Commission	8-A-9
Failure of Selection	8-A-10
Dismissal or Dropping from the Rolls	8-A-12
Separation for Cause	8-A-12
Separation of Captains, 30 Years Service	8-A-14
<b>B. Separation of Enlisted Personnel</b>	
General	8-B-2
PredischARGE Interview	8-B-2
Processing Procedures, Personnel Not Eligible for Reenlistment	8-B-2
Physical Examination	8-B-3
Early Separation	8-B-3
Early Release, Education	8-B-3
Processing Procedures for Unsatisfactory Performers	8-B-3
Separation for Personal Hardship	8-B-3
Separation for Extreme Community Hardship	8-B-6
Misconduct	8-B-7
Administrative Discharge Board and Final Action	8-B-8
Mandatory Discharge for Age	8-B-8
Effective Time of Discharge	8-B-8
Separation for Disqualifying Physical Condition	8-B-8
Inter-Service Transfer	8-B-9

## TABLE OF CONTENTS

Chapter	Page
<b>C. Retirement</b>	
General	8-C-2
Retirement Categories	8-C-3
Service Creditable for Qualifying for Retirement	8-C-4
Physical Examination	8-C-5
Procedures for Retirement (RET-1 and RET-2)	8-C-5
Retirement without Entitlement to Pay (RET-3)	8-C-7
Grade or Rate in which Retired	8-C-8
Grade for Computation of Retired Pay	8-C-9
Retirement Points	8-C-9
Annual or Terminal Statement of Retirement Points PPC-4175A	8-C-10
Computing Reserve Retired Pay (With Worksheet for Computing Retirement Points; Formula for Computing Reserve Retired Pay; and Points charts)	8-C-11
Privileges	8-C-14
Obligations	8-C-14
Limitations on Persons Receiving VA Benefits	8-C-15
Qualifying Requirements for Former Members	8-C-16
<b>D. Disability Retirement &amp; Severance Procedures</b>	
General	8-D-2
Members on Active Duty for More Than 30 Days	8-D-2
Members on Inactive Duty or Active Duty for 30 Days or Less	8-D-3
Temporary Disability Retired List	8-D-3
Grade on Retirement for Disability	8-D-4
Computation of Retired Pay	8-D-4
<b>E. Regulation for Implementation of Transition Programs for Members of the Coast Guard Selected Reserve</b>	
Section 1 - Restriction on Reserve Force Reductions	8-E-2
Section 2 - Involuntary Separation Defined	8-E-2
Section 3 - Priority for Affiliation with the SELRES	8-E-3
Section 4 - Notification of Rights and Benefits	8-E-3
Section 5 - Temporary Authority for the Elimination of Reserve Officers from an Active Status	8-E-3
Section 6 - Early Qualification for Retired Pay at Age 60	8-E-4
Section 7 - Separation Pay for Members with 6 to 15 Years of Service	8-E-5
Section 8 - MGIB Eligibility	8-E-6
Section 9 - Commissary and Exchange Privileges	8-E-7

## TABLE OF CONTENTS

Chapter	Page
Appendix A - Definitions	
Appendix B - Reserve Admin and Training Manual - Reserve Policy Manual Cross Index	

## **Chapter 1**

### **THE COAST GUARD RESERVE**

#### **Chapter Overview**

**Introduction**      This chapter provides information on the history and structure of the Coast Guard Reserve.

#### **In this Chapter**

<b>Section</b>	<b>Description</b>	<b>See Page</b>
A	Mission, Vision, and Performance	1-A-1
B	History of the Coast Guard Reserve	1-B-1
C	Structure of the Coast Guard Reserve	1-C-1
D	Reserve Classifications and Training Categories	1-D-1

## Chapter 1

### THE COAST GUARD RESERVE

## **Section A**

### **MISSION, VISION, AND PERFORMANCE MEASURES**

#### ***Section Overview***

##### ***Introduction***

This section provides information on the mission, vision, and performance measures of the Coast Guard Reserve.

#### ***In this Section***

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
1.A.1	Mission	1-A-2
1.A.2	Vision	1-A-2
1.A.3	Statutory Basis	1-A-2
1.A.4	Performance Measures	1-A-4

**Section A**  
**MISSION, VISION, AND PERFORMANCE MEASURES**

**1.A.1**

***Mission***

The mission of the Coast Guard Reserve is to provide an organized, quick response, military force in ratings and skills required to supplement the active Coast Guard during surges and during routine operations.

**1.A.2**

***Vision***

The vision of the Coast Guard Reserve and Training Directorate (Commandant (G-WT)) is:

Team Coast Guard, totally prepared, today and tomorrow.

Team Coast Guard indicates that the Reserve Component is an integral and valued part of the diverse workforce that makes up today's Coast Guard. Each workforce segment -auxiliary, civilian, active, and reserve military components- contributes uniquely toward accomplishing, in the most efficient and effective way, the Coast Guard's many missions.

Totally Prepared expresses the desired organizational state in which all members of Team Coast Guard possess the abilities, experience, skills, and knowledge to allow for proficient performance in their job or position. It acknowledges that each job or position has a base level of education and training required for satisfactory, effective performance, and that the person occupying that position has achieved those levels.

Today and Tomorrow implies that our work is about ensuring the entire workforce is qualified to meet today's requirements, and that we are also building a future workforce which will be able to meet tomorrow's evolving requirements. This statement implies an active search for better solutions using technology as appropriate and organizational remedies as they improve customer satisfaction.

**1.A.3**

***Statutory Basis***

As the Coast Guard draws status and mission authority from titles 10 and 14 of the U. S. Code, so does the Coast Guard Reserve.

- a. 10 U.S.C. 10101 identifies the Coast Guard Reserve as one of the seven Reserve components of the Armed Forces.
- b. 10 U.S.C. 10102 states the purpose of each Reserve component is "to provide trained units and qualified personnel available for active duty in the armed forces, in time of war or national emergency, and at such other times as the national security may require, to fill the needs of the armed forces whenever...more units and persons are needed than are in the regular components."

## Section A

### MISSION, VISION, AND PERFORMANCE MEASURES

- c. 14 U.S.C. 701, et seq., provides the basic operating authority for the Coast Guard Reserve, under the direction of the Commandant.
- d. 14 U.S.C. 704 specifically confers upon any member of the Coast Guard Reserve serving on active duty or inactive-duty training "the same authority, rights and privileges in the performance of that duty as a member of the Regular Coast Guard of corresponding grade or rating." That provision allows qualified reservists to enforce Federal law and to make lawful arrests, when necessary, within the scope of their assigned duties. This authority allows reservists to function, interchangeably, with the same military and civil powers as their regular component counterparts, whether during weekend drills or while serving under active duty orders. This authority permits the Coast Guard to provide effective personnel tempo (or "perstempo," which is the rate at which personnel are needed to fulfill a specific mission or need) mitigation of peak work loads, using reservists for seasonal SAR station staffing (e.g., Operation SUMMERSTOCK) and scheduled operational surges (e.g., OPSAILS, Olympics, Space Shuttle launch security, and Operations FRONTIER SHIELD, GULF SHIELD, and BORDER SHIELD).
- e. Titles 10 and 14 of the U. S. Code confer authority to recall reservists to active duty as follows:

Cite	Enabling Authority	Type	In Response to:
14 U.S.C. 712	Secretary of DOT	Involuntary	Natural or manmade disasters, accidents or catastrophes
10 U.S.C. 12301(a)	Congress	Involuntary	War or national emergency declared by Congress
10 U.S.C. 12301(d)	Designated Authority	Voluntary	Any event
10 U.S.C. 12302	President	Involuntary	National emergency declared by the President
10 U.S.C. 12304	President	Involuntary	SELRES augmentation for any mission deemed necessary by President.

The number and scope of statutory emergency recalls has increased dramatically in recent years. In the six years following DESERT SHIELD and DESERT STORM reservists have been involuntarily recalled 18 times, versus just three times during the previous two decades.



**Section A**  
**MISSION, VISION, AND PERFORMANCE MEASURES**

**1.A.4**

***Performance Measures***

The Coast Guard Reserve measures its success using five primary criteria. They are:

- a. ***Fully staffed:*** As measured by the percentage of Reserve Personnel Allowance List (RPAL) billets filled divided by the number of RPAL billets authorized.
- b. ***Fully capable:*** As measured by the quality of match between our existing force and RPAL requirements.
- c. ***Maximum return on investment:*** As measured by the use of Reserve Resources, divided by the overhead cost of the component.
- d. ***Unit Commanding Officer satisfaction:*** As measured with annual unit satisfaction surveys.
- e. ***Member Satisfaction:*** As measured with annual member satisfaction surveys.

## **Section B**

### **HISTORY OF THE COAST GUARD RESERVE**

#### **Section Overview**

**Introduction** This section provides information on the history of the Coast Guard, Reserve.

#### **In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
1.B.1	Establishment and Early History of The Coast Guard Reserve	1-B-2
1.B.2	Regulatory/Policy Timeline	1-B-4
1.B.3	Operational Milestones	1-B-5
1.B.4	Post WWII SELRES Strength	1-B-7
1.B.5	Recommended Reading List	1-B-7

## Section B

### HISTORY OF THE COAST GUARD RESERVE

1.B.1

**Establishment and Early History of the Coast Guard Reserve** The Coast Guard Reserve was established by the passage of the Coast Guard Reserve and Auxiliary Act of 19 February 1941. The act also established the Coast Guard Auxiliary under its present name (the Auxiliary had formerly been know as the Coast Guard Reserve).

The new Coast Guard Reserve was modeled after the Naval Reserve as a military component. It was composed of two broad classifications; Regular reservists and Temporary reservists. Regular Reserve members who served on active duty "for the duration" while Temporary Reserve members were volunteers and former Auxiliary members whose paid and unpaid services were still needed in a military capacity for coastal patrols and port security work.

In April 1941, the first group of 1,720 Temporary and Regular reservists were brought into the service. By 1 December 1941 the Regular Reserve consisted of 245 officers and 1,366 enlisted men.

From 1 February 1942 to 7 August 1945, enlistment of men in the regular service was suspended. This was necessary because a regular enlistment generally was for three years, and the Coast Guard did not wish to find itself with thousands of excess officers and enlisted personnel whose enlistment contracts had not expired when the war ended.

On 23 November 1942, Congress enacted Public Law 773 establishing the Women's Reserve as a branch of the Coast Guard. Members of this branch became known as SPARS for Semper Paratus, Always Ready.

As a result of these policies and programs, Coast Guard reservists greatly outnumbered regulars during the war. Coast Guard personnel procurements from December 1941 to December 1945 were as follows:

OFFICERS		ENLISTED PERSONNEL	
Regulars*	3,298	Regulars*	13,528
Reserves	7,500	Drafted	16,131
SPARS	978	Reserves	160,936
		SPARS	11,868
Total	11,776	Total	202,463

\*currently referred to as active component members

In addition, during this period, approximately 125,000 members of the Coast Guard Temporary Reserve were enrolled.

**Section B**  
**HISTORY OF THE COAST GUARD RESERVE**

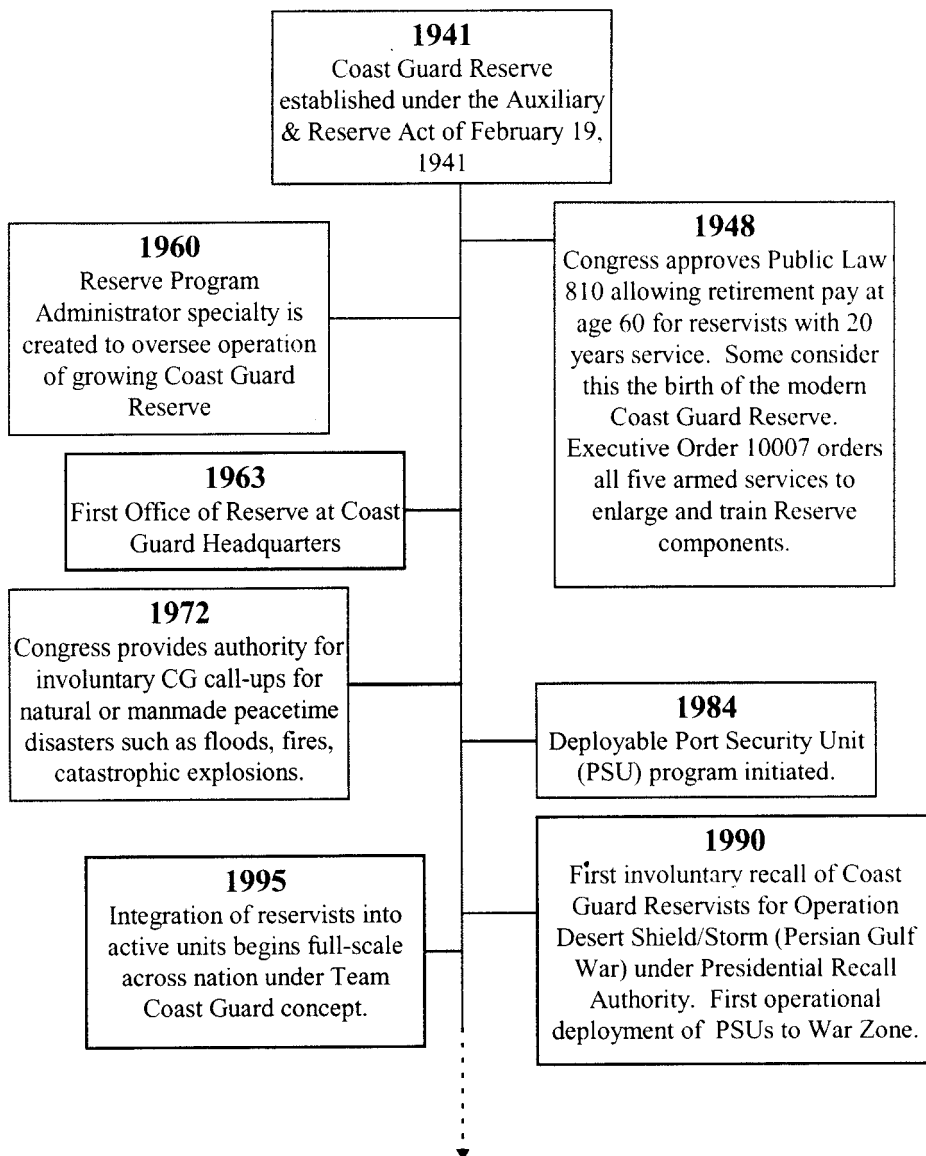
At the conclusion of World War II, all but a few reservists were released to inactive duty or discharged. The Women's Reserve was terminated in July 1947 but reestablished in August 1949. Although there was no formal reserve organization in the immediate post-war years, some reservists in the larger population centers held meetings periodically maintaining an informal Reserve structure without pay or credit of any kind.

By late 1949, there was a growing realization that Reserve forces were necessary for the nation's security. The enactment of the Magnuson Act in August 1950 resulted in a significant expansion of Coast Guard responsibilities with respect to the safety and security of the nation's ports, waterways and waterfront facilities. At about this same time, funds were earmarked by Congress for the establishment of a paid drilling Reserve in support of these port security responsibilities. The first organized Coast Guard Reserve unit was formed in Boston in October 1950, setting the framework of today's Coast Guard Reserve.

**Section B**  
**HISTORY OF THE COAST GUARD RESERVE**

1.B.2

**Regulatory/  
Policy Time-  
Line**



**Section B**  
**HISTORY OF THE COAST GUARD RESERVE**

1.B.3

**CG Reserve    1940s:**  
**Operational**  
**Milestones**

29 July 1942: First Volunteer Port Security Force (VPSF) formed in Philadelphia. Twenty-two more were established at U.S. ports during the War.  
June 1943: Training for Women's Reserve (SPAR) officers begins at the Coast Guard Academy. The Women's Reserve of the Coast Guard was established on 23 November 1942. Recruitment of African-American women was authorized in October 1944.  
29 January 1945: Transport USS Serpens sinks at Guadalcanal with two survivors from crew of 250. Losses included 17 Coast Guard and 176 Coast Guard Reserve personnel.  
More than 167,000 personnel served in the Coast Guard Reserve and an additional 125,000 personnel serviced in the Coast Guard Temporary Reserve during World War II. They served in all Coast Guard mission areas.

**1950s:**

26 June 1950: Korean War starts. During first year of the War, 675 reservists volunteered for active duty.  
October 1950: First Organized Reserve Training Unit Port Security (ORTUPS) established in Boston.

**1960s:**

1966: Start of seven year Coast Guard involvement in the Vietnam War.

**1970s:**

1973: First involuntary recall of CG reservists to support flood response operations in the mid-west. One hundred thirty four reservists were recalled.

**1980s:**

2 June 1980: Reservists are involuntarily recalled to support Mariel Boat Lift exodus from Cuba.

**Section B**  
**HISTORY OF THE COAST GUARD RESERVE**

12 April 1981: CG Reserve begins augmentation of security zones for space shuttle operations in Florida.  
24 March 1989: The T/V Exxon Valdez spills 10.8 million gallons of oil into Alaskan waters. Coast Guard reservists on voluntary orders provide 65% of manpower during three year cleanup response.

**1990s:**

2 August 1990: Iran invades Kuwait. First operational deployment of Reserve manned Port Security Units puts units into war zone. Altogether, 1,650 reservists were involuntarily recalled to support military operations in U.S. and the Persian Gulf. This was the largest recall in Coast Guard history, with nearly 200,000 days of support provided.

1 September 1992: Hurricanes Andrew in Florida and Iniki in Hawaii prompt involuntary recall of 247 reservists to assist in response operations. Involuntary recall authority is received for 12 additional hurricane/flood responses between 1992 and 1996.

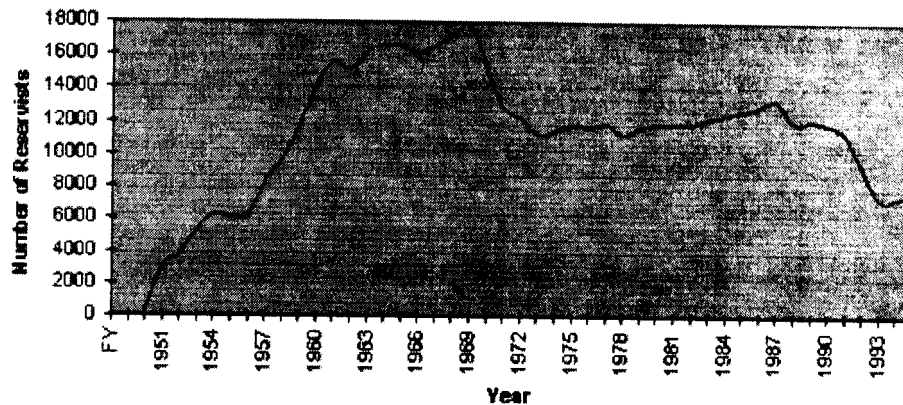
August 1994: Team Coast Guard message released, formally beginning Reserve integration process.  
September 1994: Two Port Security Units deploy to Haiti in support of Operation Uphold Democracy.  
19 July 1996: TWA flight 800 explodes over the ocean off of Long Island, NY. Ninety-eight reservists on voluntary recall orders assist in recovery operations.

**Section B**  
**HISTORY OF THE COAST GUARD RESERVE**

1.B.4

**POST WWII**      The chart below shows Coast Guard SELRES strength after  
**SELRES**          World War II. When reservists were first organized into a  
**Strength**        SELRES in 1950, there were only 293 members. Our  
                     highest level attained to date was 17,815 members in 1969.

POST WWII CG SELRES STRENGTH



1.B.5

**Recommended**    *The Coast Guard at War*, Public Information Division,  
**Readings**        Historical Section U.S. Coast Guard List Headquarters,  
                     1 January 1948, Volume XXV, Personnel

*The Coast Guard at War*, Historical Section, Public  
Information Division, U.S. Coast Guard Headquarters, 1  
January 1948, Volume XX, The Temporary Component of the  
Coast Guard Reserve

*Reserve Forces Almanac*, Uniformed Services Almanac, Inc.  
Published Annually, Part III, History of the  
Reserve Components, Coast Guard Reserve  
Brinkerhoff, John R., and Horowitz, Stanley A.,  
*Active-Reserve Integration in the Coast Guard*,  
Institute for Defense Analyses, October 1996,  
IDA Document D-1864

Kaplan, H. R., and Hunt, LCDR James F., *This is the Coast  
Guard*, Cornell Maritime Press, Inc, Cambridge, MD  
1972, pp. 183-185 on Reserve Training



## **Section B**

### **HISTORY OF THE COAST GUARD RESERVE**

Willoughby, Malcom F., *The U.S. Coast Guard in World War II*, Naval Institute Press, Annapolis, MD 1989,  
Chap. 6, The Temporary Reserve in Port Security

Section C  
STRUCTURE OF THE COAST GUARD RESERVE

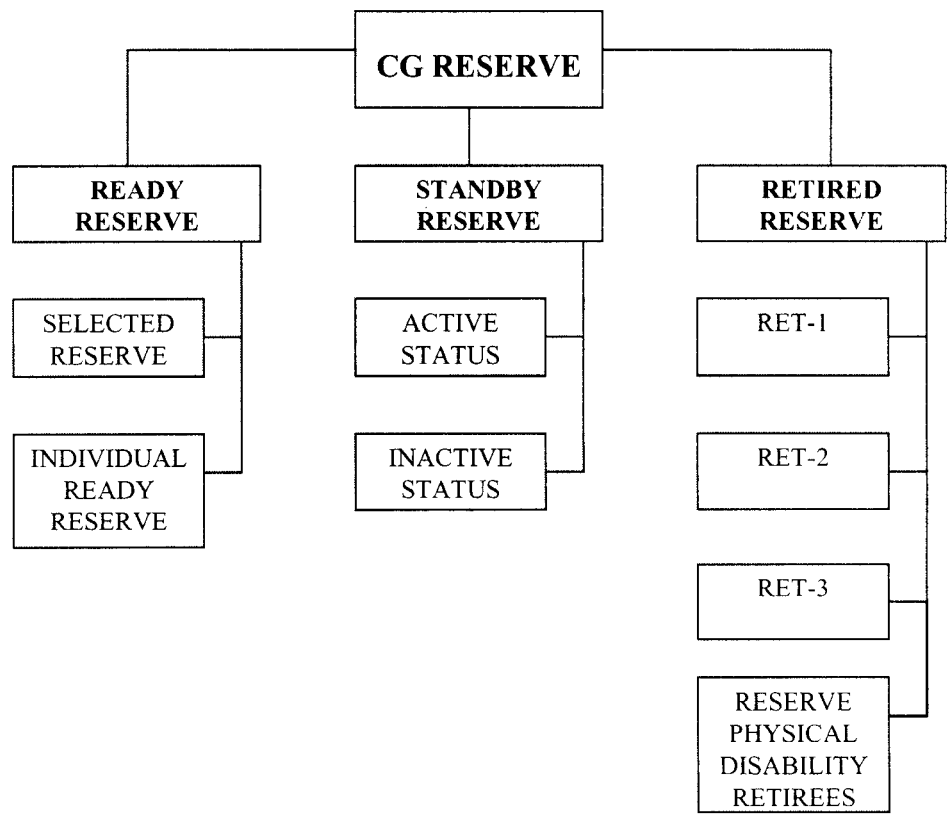
Section Overview

**Introduction** The Coast Guard Reserve consists of the three basic categories and the associated subcategories listed in the figure below.

This section provides details on each category and subcategory.

In this Section

Para.	Topic	See Page
1.C.1	The Ready Reserve	1-C-2
1.C.2	The Standby Reserve	1-C-5
1.C.3	The Retired Reserve	1-C-7



**Section C**  
**STRUCTURE OF THE COAST GUARD RESERVE**

1.C.1

**The Ready** The Ready Reserve consists of reservists who are liable for immediate Reserve active duty in the event of war or national emergency. It consists of the following:

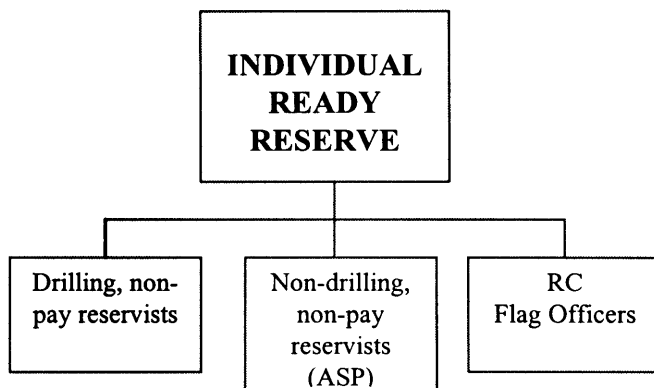
- a. **The Selected Reserve (SELRES).** Reservists who perform paid inactive duty training (IDT).
  - (1) Members are said to be in a drilling status; that is, they are generally authorized 48 paid IDT drills and 12 days (up to a maximum of 15 days) active duty training (ADT-AT) per year.
  - (2) Members have the highest priority for mobilization. This necessitates an annual training requirement for active duty to ensure the highest readiness.
  - (3) The SELRES is also composed of a small number of personnel in Selective Service System assignments. These billets are paid for by the Selective Service System and do not count against Coast Guard Reserve SELRES authorized end strength. Members in these billets perform IDT and ADT-AT at levels as authorized by funding from the Selective Service. The Selective Service System conducts this program to maintain a nucleus of personnel qualified to activate and expand the conscription organization that would be required under conditions of general mobilization. Assignments are restricted to officers and are geographically based upon the requirements of the Selective Service System and the capability of the Coast Guard Reserve to provide personnel.
    - (a) The following elements apply when assigning and administering personnel under this program:
      - 1 Assignments will normally be for no more than four years, after which incumbents may be extended for a specific period and mutually agreed upon between the Coast Guard and the Selective Service System.
      - 2 Officers assigned to this program will be assigned to TRA/PAY CAT B.

**Section C**  
**STRUCTURE OF THE COAST GUARD RESERVE**

- 3 Pay for officers assigned to this program is provided by a reimbursable agreement with Selective Service. Accounting data, including the appropriate reimbursable agreement number, will be provided to the field at the beginning of each FY (point of contact is Commandant (G-WTR-3)).
  - 4 Drill attendance shall be reported per current procedures. HRSIC (formerly PPC) charges drills against the reimbursable agreement based on unit OPFAC.
  - 5 Officers in this program are assigned to district OPFAC numbers: XX-87601
  - 6 All officers who successfully complete an initial tour of duty will be identified by an experience indicator code.
- (b) Commandant (G-WTR-1) will maintain liaison with the Selective Service System Headquarters. The servicing ISC(pf) should maintain liaison with local and regional Selective Service System officials.
- 1 Upon identification of openings, the appropriate servicing ISC(pf) will solicit candidates and forward their nomination to Commandant (G-WTR-1).
  - 2 Nominee packages should include resumes on each individual's experience, and recommendations as appropriate. The ISC must certify that the member meets Coast Guard physical standards.
  - 3 The servicing ISC(pf) should consult local and regional Selective Service System officials when making nominations.
  - 4 The servicing ISC(pf) nomination will be sent to the Director, Selective Service System via Commandant (G-WTR-1).
  - 5 Commandant (G-WTR-1) authorizes assignments to Selective Service System units upon approval of nominees by the Director, Selective Service System.
- (c) Individuals assigned to Selective Service System will perform duty as directed by their supervisor.

**Section C**  
**STRUCTURE OF THE COAST GUARD RESERVE**

- b. ***The Individual Ready Reserve (IRR)***. This category consists of reservists with no obligation to participate in the Selected Reserve. It is composed of: drilling reservists in non-pay status, non-drilling reservists and RC flag officers in an active status. For administrative purposes, ISC force optimization branch chiefs serve as commanding officers of non-drilling Ready Reservists (i.e., Active Status Pool (ASP)) in their area of responsibility. Servicing ISC (pf)s are also the only command element authorized to move personnel into or out of the IRR.



**IRR Flow Chart**

- (1) Most members of the IRR have completed their required active service obligation but must remain in the Ready Reserve to complete their military obligation.
- (2) IRR members may voluntarily participate in Reserve training programs without pay. They may also participate on appropriate duty, ADSW-AC (formerly TEMAC), or ADSW-RC (formerly SADT) orders for pay.
- (3) IRR members are obligated to:
  - (a) Maintain physical standards.
  - (b) Keep their commanding officer advised of their current address.
  - (c) Respond to official correspondence.

**Section C**  
**STRUCTURE OF THE COAST GUARD RESERVE**

- (4) ***Inactive Duty Reserve Flag Officers.*** Two Inactive Duty Reserve Flag officers are designated as the senior reserve officers for the Atlantic and Pacific Areas. They are members of the Ready Reserve and are assigned to TRA/PAY CAT

D. Paid IDT and ADT-AT are not authorized. Their duties are separately funded as ADSW-RC (formerly SADT) and include:

- (a) Acting as the Commandant's representative to identify and promote the Coast Guard Reserve and Team Coast Guard.
- (b) Advising the RC Commander on policy issues.
- (c) Serving on Area Commanders staffs for special assignments.
- (d) Participating in DOD RC initiatives.
- (e) Serving as members of boards and panels.

**1.C.2**  
***The Standby Reserve***

The Standby Reserve is made up of reservists who are in neither the Ready Reserve nor the Retired Reserve. They are liable for mobilization only in time of declared war or national emergency (see COMDTINST M3061.1, CG Manpower Mobilization and Support Plan). Servicing ISCs are the command element authorized to move enlisted personnel into or out of the Standby Reserve. CGPC-rpm has control of officers.

***When Mobilized.*** Members may be ordered to active duty if the Commandant determines the Ready Reserve force cannot meet mobilization requirements. The Standby Reserve includes the following:

- a. ***Standby Reserve*** (Active Status)|&end\_TA&|. In this category reservists may earn retirement points and compete for promotion or advancement, but may not receive pay.
  - (1) Personnel may be assigned if they are obligated to fulfill their military obligation, and
    - (a) Are temporarily assigned for hardship,
    - (b) Are designated Key Federal Employees, or
    - (c) Are engaged in full-time programs of study in the fields of medicine, osteopathy, podiatry, theology, or divinity, or
    - (d) Are serving in the Peace Corps.

**Section C**  
**STRUCTURE OF THE COAST GUARD RESERVE**

- (2) Officers who twice fail selection for promotion to the next highest grade and have at least 18 but less than 20 years satisfactory federal service may be assigned to this category.
- b. ***Standby Reserve (Inactive Status)***. In this category, also known as the Inactive Status List (ISL), members may not earn retirement points, compete for promotion or advancement, or receive pay. (10 U.S.C. 273). Members may be assigned to the Standby Reserve (Inactive Status) per the following:
  - (1) An unobligated officer may be transferred to this category at any time upon request.
  - (2) The Commandant shall assign officers to this category who:
    - (a) Have failed selection for promotion to the next higher grade two or more times,
    - (b) Have not been recommended for continuation in an active status,
    - (c) Have not requested retirement, if eligible, or
    - (d) Have not been discharged.
  - (3) CGPC-rpm may also transfer officers to this category who fail to earn the required minimum of 50 retirement points in an anniversary year.
  - (4) Personnel who exceed their maximum allowable weight standard at the end of the probationary period shall be transferred to this category for one year.
    - (a) If during this year they attain their proper weight, they may request transfer back to the Ready Reserve. Requests must be submitted via the member's servicing ISC(pf) to CGPC-rpm.
    - (b) Those who have not attained their proper weight by the end of that year shall be processed for separation. Officers shall be screened by a Mobilization Disposition Board. Enlisted personnel shall be processed under provisions of the Personnel Manual, COMDTINST M1000.6 (series).

**Section C**  
**STRUCTURE OF THE COAST GUARD RESERVE**

1.C.3

**The Retired Reserve**

The Retired Reserve consists of reservists who have met satisfactory federal service requirements, age criteria, and have requested transfer to retired status.

- a. Members may not perform training duty or earn retirement points, but may be voluntarily ordered to active duty by Commander, Coast Guard Personnel Command.
- b. Members may be involuntarily ordered to active duty in the event of war or national emergency if the Commandant finds that the Ready Reserve force is insufficient to meet mobilization requirements.
- c. The three categories of the Retired Reserve are as follows: meet mobilization requirements.
  - (1) **RET-1:** retired with pay. Members are assigned to RET-1 when:
    - (a) They have completed at least 20 years satisfactory federal service.
    - (b) Have requested retirement.
    - (c) Have attained age 60.
  - (2) **RET-2:** retired awaiting pay. Members are assigned to RET-2 when:
    - (a) They have completed at least 20 years satisfactory federal service.
    - (b) Have requested retirement.
    - (c) Have not yet reached age 60.
  - (3) **RET-3:** retired without entitlement to pay. Members may not train or earn retirement points, and have no entitlement to retired pay at any time in the future. This is a special status without benefits or entitlements. Members are assigned to RET-3 when:
    - (a) They must be removed from an active status (usually due to an officer twice failing promotion).
    - (b) Have served eight satisfactory years.
    - (c) Are age 37 or older.
    - (d) Request such assignment.



## Section C

### STRUCTURE OF THE COAST GUARD RESERVE

**Section D**  
**RESERVE CLASSIFICATION & TRAINING CATEGORIES**

**Section Overview**

**Introduction** This section provides details on Reserve Categories, Classes, and Pay Categories.

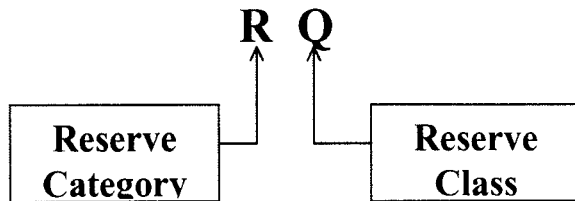
**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
1.D.1	Overview	1-D-2
1.D.2	Reserve Categories	1-D-2
1.D.3	Reserve Classes	1-D-2
1.D.4	Retired Reserve Categories	1-D-3
1.D.5	Training Pay Categories	1-D-3
1.D.6	Changes to Training Pay Categories	1-D-6
1.D.7	Transfers (to TRA/PAY CATs)	1-D-6
1.D.8	30-year Limitation (TRA/PAY CATs)	1-D-6
1.D.9	Unusual Cases (TRA/PAY CATs)	1-D-7
1.D.10	Reservists on Extended Active Duty (TRA/PAY CATs)	1-D-7

**Section D**  
**RESERVE CLASSIFICATION & TRAINING PAY CATEGORIES**

1.D.1

**Overview** Reservists are classified by two systems; a Reserve Category and Class which identifies the member's accession source and military service obligation, and Training/Pay Categories (TRA/PAY CAT) which identify training requirements and pay eligibility. Accession source and military service obligation is described by a two character alpha code which describes the Reserve category and class to which an individual member is assigned.



1.D.2

**Reserve Categories**

When the member is in the:	the code is:
Ready Reserve	R
Standby Reserve (Active Status)	S
Standby Reserve (Inactive Status)	I

1.D.3

**Reserve Classes**

When the member is a(n):	the code is:
Inactive duty officer, within their 8 year obligation	I
Prior service CG enlisted, within their 8 year obligation	J
Enlisted member who is a student and performs a split phase Initial Active Duty Training (IADT)	K
Student participating in the Maritime Academy Reserve Training Program (MARTP)	M
Member with service obligation, not in another class	N
Enlisted member, required to attend recruit training and class "A" school during one IADT phase	P
Member without a statutory obligation	Q
Enlisted member, completes 4 months IADT (currently not used)	S
Enlisted member, non-prior service direct petty officer	X
Enlisted member, attends recruit training and 30 days OJT while on IADT	Y

**Section D**  
**RESERVE CLASSIFICATION & TRAINING CATEGORIES**

The following Reserve Classes are no longer in use:

<b>When the member is a(n):</b>	<b>the code was:</b>
---------------------------------	--------------------------

Enlisted member recruited as a 1354P **or 1354K** but failed to complete IADT. Not used after 1996.

Enlisted member, completes 4 months IADT (currently not used)	<b>S</b>
---	----------

1.D.4

<b>Retired Reserve</b>	See Section 1-C for the Reserve Classification for members of the Retired Reserve.
------------------------	--

1.D.5

<b>Training Pay Categories</b>	Training Pay Categories (TRA/PAY CATs) are a single character alpha designation of a reservist's training requirements and pay entitlements.
--------------------------------	--

a. **Selected Reserve**

TRA/PAY CAT	Comprised of
<b>A</b>	Includes most SELRES in a pay status
<b>B</b>	IMA with Selective Service System (reimbursable)
<b>C</b>	Previously used for RKs in Interphase. No longer in use.
<b>E</b>	Reservists with drill obligation without access to IDT unit
<b>F</b>	RP, RKs, & RLs on IADT
<b>M</b>	Reservists currently mobilized, but expected to return to drilling status upon RELAD
<b>P</b>	RP, RKs, & RYs recruited but not yet reported to IADT

**Section D**  
**RESERVE CLASSIFICATION & TRAINING PAY CATEGORIES**

**b. *Individual Ready Reserve***

<b>TRA/PAY CAT</b>	<b>Comprised of</b>
<b>D</b>	Reserve Flag Officers
<b>H</b>	Members with no requirements to drill
<b>J</b>	Reservists who have enlisted to attend OCS but have not reported

**c. *Standby Reserve***

<b>TRA/PAY CAT</b>	<b>Comprised of</b>
<b>G</b>	Key Federal employees in the Standby Reserve (Active Status)
<b>N</b>	All other in the Standby Reserve (Active Status)
<b>I</b>	Standby Reserve (Inactive Status)

**Section D**  
**RESERVE CLASSIFICATION & TRAINING CATEGORIES**

The following table identifies the types of duty authorized for members in various TRA/PAY CATs:

Types of Duty Authorized	Training Pay Categories											
	SELRES						IRR			Standby Reserve		
	A	B	E	F	M	P	D	H	J	G	N	I
IDT With Pay (note 1)	X	X										
IDT No Pay	X	X						X				
Appropriate Duty With Pay	X	X	X				X	X		X	X	X
Appropriate Duty No Pay	X	X						X		X		
At Requirement (note 2)	X	X	X									
Extended Active Duty (note 3)	X	X	X	X				X				
ADT-AT With Pay	X	X	X									
ADT-AT No Pay												
IADT				X		X						
ADT-OTD With Pay	X		X									
ADT-OTD No Pay	X	X	X				X	X		X	X	X
Voluntary Call Up (note 4)	X	X	X		X		X	X				
Involuntary Call Up (note 4)	X	X	X		X		X	X			X	X
ADSW-AC (note 5)	X	X	X				X	X				
ADSW-RC With Pay	X	X	X				X	X				
ADSW-RC With Pay	X	X										

- Notes: (1) IDT with pay is limited by policy to 48 drills per fiscal year. IDT for CAT B is further limited by amount of Selective Service reimbursements.
- (2) The annual training requirement is 12 days for CAT A, as authorized by Selective Service for CAT B, and 30 days for CAT E.
- (3) Members on Extended Active Duty are normally removed from Reserve TRA/PAY Categories.
- (4) Members on Voluntary and Involuntary Call-up are normally placed in TRA/PAY CAT M.
- (5) Members on long term ADSW-AC (formerly TEMAC) are normally placed in the IRR.

**Section D**  
**RESERVE CLASSIFICATION & TRAINING CATEGORIES**

**1.D.6**  
***Changes***

Changes may occur to TRA/PAY CATs since they are a description of a reservist's status. Normally, SELRES members will be in TRA/PAY CAT A once their IADT is completed.

**1.D.7**  
***Transfers***

The following information on transferring between TRA/PAY CATs applies:

- a. To TRA/PAY CAT A: Obligated reservists in TRA/PAY CATs other than A, may be transferred to TRA/PAY CAT A once the reason for assignment to the other TRA/PAY CAT no longer applies. The servicing ISC(pf) makes the transfer.
- b. To TRA/PAY CAT E: Obligated reservists who are not within a reasonable commuting distance of a unit (see Section 2.B.5) may request transfer to TRA/PAY CAT E. Requests must have an application for the next 30-day annual training attached. The servicing ISC(pf) has approval authority.
- c. To and from The Standby Reserve (TRA/PAY CAT G, N, or I)
  - (1) Reserve officers who are not recommended for retention in an active status by a Reserve continuation board, or have been twice passed over for promotion to the next highest grade shall be discharged or, if they are retirement eligible, be transferred to the ISL upon their request to CGPC-rpm.
  - (2) Officers may also be transferred to TRA/PAY CAT I by requesting, via the chain of command to CGPC-rpm, or as directed by CGPC-rpm for not meeting minimum participation standards.
  - (3) All transfers to a drilling status will be based on RPAL vacancies or the needs of the Coast Guard.

**Section D**  
**RESERVE CLASSIFICATION & TRAINING CATEGORIES**

**1.D.8**

**30-year  
Limitation**

Enlisted and chief warrant officers may be assigned to SELRES TRA/PAY CATs in their first 30 years of service. Normally, on the thirtieth anniversary of their pay base date, enlisted and chief warrant officers will be transferred to TRA/PAY CAT H.

- a. Members so transferred may continue to participate in training and earn retirement points through IDT, ADT, and correspondence courses in a non-pay status.
- b. Chief warrant officers shall be considered by selection boards for promotion.

**1.D.9**

**Unusual Cases**

Occasionally, assignment to a TRA/PAY CAT may be dictated by an unusual circumstance. Individuals are assigned TRA/PAY CAT H unless the individual requests otherwise.

**1.D.10**

**Reservists on  
Extended  
Active Duty**

Reservists serving on extended active duty (EAD), including Reserve Program Administrators (RPAs), are not considered members of the Ready Reserve within the context of this chapter and are not assigned to a TRA/PAY CAT.



Section D  
RESERVE CLASSIFICATION & TRAINING CATEGORIES

## **Chapter 2**

### **Inactive Duty Training**

#### ***Chapter Overview***

***Introduction*** This chapter provides information on Inactive Duty Training (IDT).

#### ***In this Chapter***

<b>Section</b>	<b>Description</b>	<b>See Page</b>
<b>A</b>	Definitions and Types	2-A-1
<b>B</b>	Orders and Requirements	2-B-1

Chapter 2  
Inactive Duty Training

**Section A**  
**DEFINITIONS AND TYPES**

**Section Overview**

**Introduction**      This section provides definitions and information on  
Inactive Duty Training Drills.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
2.A.1	Defined	2-A-2
2.A.2	Types of IDT	2-A-2
2.A.3	Single Drill	2-A-3
2.A.4	Multiple Drill	2-A-3
2.A.5	Appropriate Duty	2-A-3
2.A.6	Appropriate Duty With Pay	2-A-4
2.A.7	Appropriate Duty Without Pay	2-A-4

**Section A**  
**DEFINITIONS AND TYPES**

**2.A.1**

***Definition***

IDT (Inactive Duty for Training) consists of single and multiple drills, and appropriate duty performed at Coast Guard units, the Selective Service System, or other inter-service units. IDT is designed to promote military readiness, professional development or advancement, and provide military structure for administrative services. Travel time to and from a regularly scheduled drill or training site is not creditable toward minimum duration criteria.

IDT is a period of duty, under orders, scheduled for the performance of:

- a. Augmentation training.
- b. Formal training and administration (including SWE participation).
- c. Other activities in support of Coast Guard missions.

**2.A.2**

***Types of IDT***

There are three types of IDT:

- a. Single drill
- b. Multiple drill
- c. Appropriate duty

IDT may be performed with pay or without pay. Non-pay IDT drills are authorized for enhanced training of personnel and are not to be used as a form of discipline or punishment. Non-pay drills shall not be used to make up unexcused or excused absences from drills which were scheduled to be performed for pay. Members who report for a drill in a pay status may not be changed to a non-pay status for that drill.

**Section A**  
**DEFINITIONS AND TYPES**

**2.A.3**

**Single Drill** One period IDT of not less than four hours duration  
Performed on one calendar day  
Earns one retirement point  
When authorized with pay, compensation is at the rate of 1/30th of the monthly basic pay of the pay grade held on the date that drill is performed.

**2.A.4**

**Multiple Drill** Two periods of IDT performed on one calendar day  
Equivalent for pay and points to two single drills of not less than four hours duration each.

**2.A.5**

**Appropriate Duty** Appropriate Duty is a special type of IDT, under orders, which is authorized in excess of scheduled drills. Coast Guard policy adopts the DOD definition for Readiness management periods as the same for appropriate duty. "Readiness Management Periods (RMPs) are used to support the ongoing day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions. The number of RMPs shall not exceed 24 each fiscal year for any member. Those training periods shall be used only where sufficient full-time support (FTS) personnel are not available to accomplish those duties. RMPs shall not be performed on the same day as another training period, and not more than one RMP shall be performed by an individual in one calendar day." (DODD 1215.6) Appropriate duty can be authorized as paid or non-paid duty. As a form of IDT, the total amount of appropriate duty credited for retirement is limited by IDT drill caps (see section 8.C.9 on

**Retirement Points.** In addition to the requirements shown above in this section:

- a. Each period must be at least three hours duration.
- b. The maximum duration is 24 hours.
- c. Travel allowances, when authorized, shall be charged against the appropriate local account by the servicing ISC(pf).
- d. Duty may be performed incrementally (i.e., hours of duty may be accumulated over several days to equal credit for one period).
- e. One period of appropriate duty is equivalent to a single IDT drill for pay and point purposes.

**Section A**  
**DEFINITIONS AND TYPES**

- f. Appropriate duty should not be authorized for members who fail to meet participation standards.

**2.A.6**

***Appropriate  
Duty with Pay***

Only servicing ISCs may authorize appropriate duty orders with pay up to the dollar ceilings established each fiscal year by Commandant (G-WTR-3). Travel allowances (to locations other than the IDT drill site), if authorized, are charged to the requesting unit's funds (JFTR U7150.C.3). Along with providing additional IDT for augmentation, formal, and mobilization training, appropriate duty with pay may include panel duty and participation in enlisted service wide examinations.

**2.A.7**

***Appropriate  
Duty Without  
Pay***

The same policies that apply to appropriate duty with pay also apply to appropriate duty without pay. However, the authority to issue appropriate duty orders without pay or travel allowances may be delegated to the member's command. The 24 period cap applies to the combined amount of paid and non-paid appropriate duty. Activities envisioned for this type of duty include:

- a. Participation by members of the IRR in enlisted service wide examinations or warrant officer examinations.
- b. Duty in connection with the legal assistance program per COMDTINST 5801.3 (series)
- c. Per DODI 1215.7, for military seminars, symposia and similar assemblies (meetings), provided that the meeting is:
  - (1) Designated by the unit commander as being of military value to enhance professional development, billet qualifications or rating qualifications,
  - (2) Of four hours or more duration, and
  - (3) Without remuneration other than the retirement points.
- d. Technical or training assistance provided to organizations such as the Naval Sea Cadets or the Boy/Girl Scouts of America. The intent of this program is not to award points to those who regularly work with these groups as adult leaders, but to provide an additional source of training and assistance not otherwise available. Duty must be performed in the appropriate Coast Guard uniform.

**Section B**  
**ORDERS AND REQUIREMENTS**

**Section Overview**

**Introduction**      This section provides definitions and information on  
Inactive Duty Drill Orders and participation requirements.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
2.B.1	Inactive Duty Drill Orders	2-B-2
2.B.2	IDT Frequency Authorization	2-B-3
2.B.3	Minimum Drill Attendance	2-B-4
2.B.4	Absences	2-B-4
2.B.5	Reasonable Commute Distance	2-B-5
2.B.6	Travel While on IDT Orders	2-B-5



**Section B**  
**ORDERS AND REQUIREMENTS**

**2.B.1**

**Inactive Duty  
Drill Orders**

It is critical that IDT orders be generated in writing (including e-mail), in advance of reservists reporting for duty. Normally, this should be done at least one month before the scheduled drill to allow the reservist time to notify civilian employers and family members. This may be accomplished by any number of methods including: individual or group orders; via the plan of the week; on a weekly, monthly or quarterly basis, or by individual e-mail from the supervisor (see example below). Medical and pay entitlements resulting from injury while traveling to and from a drill and UCMJ authority are based on IDT orders, as well as entitlement for meals and berthing, if applicable.

- a. Supervisors in the chain of command or commanding officers shall issue IDT orders in advance of duty dates, when possible. Verbal orders may be issued in time-critical or emergency situations with follow-up in writing as soon as possible. At a minimum, the orders must include:

- (1) Identification of the reservist by name.
- (2) Dates, beginning, ending times, and drill type (single/multiple) of each drill for the period of the orders.
- (3) Location where each drill is to be performed.

**Example**

IDT DRILL SCHEDULE FOR MSO SOUTH BEND

<u>Name</u>	<u>Dates</u>	<u>Times</u>	<u>Type</u>	<u>Location</u>
BM1 Johnson, C	9 Nov 96	0700-1600	M	MSO South Bend
BM1 Johnson, C	10 Nov 96	0700-1200	S	Boston, MA
PS3 Smith, J.	6, 7, 8, 22 Nov 96	1600-2000	S	City of East Beach
PS3 Clark, P.	9 Nov 96	0700-2400	M	MSO South Bend
PS3 Clark, P.	10 Nov 96	0000-1600	M	MSO South Bend

- b. Retain a copy of the schedule in the unit files.
- c. Reservists shall not perform IDT drills:
- (1) At the same time as any other duty (i.e., ADT-AT, ADSW-RC, ADSW-AC, or EAD).
  - (2) While in a travel status as part of any other duty.
  - (3) If not fit for full duty. Reservists may not perform IDT in a "light duty" status.

**Section B**  
**ORDERS AND REQUIREMENTS**

**2.B.2**

***IDT frequency  
authorization***

- a. Except as specifically authorized in writing by Commandant (G-WT), excluding appropriate duty, the maximum number of paid periods authorized for an individual member of the Selected Reserve during one fiscal year is:
  - (1) Per fiscal year: 48
  - (2) Per day: 2
- b. IDT drills are typically spread throughout the year (four drills per month), but they may be grouped to best use resources to meet surges in operations, seasonal requirements or for other reasons as determined by the unit issuing IDT orders. When drills are grouped, it is important that reservists be included in the scheduling process in order to avoid civilian job conflicts.
- c. Care must also be taken to ensure that scheduling does not conflict with a member's attainment of a satisfactory year for both SELRES (fiscal year basis) and federal retirement (anniversary year basis) requirements. See section 4.A on Participation Standards in this manual.
- d. The above limitations on paid drills do not apply to drills without pay (except for the daily maximum of one single drill or one multiple drill). However, the nature of duty to be performed must be equivalent to that authorized for paid drills.
- e. In locations where the active unit work loads vary with the seasons, scheduled drills may be concentrated during peak season.
- f. IDT and any form of active duty may not be performed on the same calendar day (e.g., drilling on Sunday and then reporting for ADT on the same Sunday evening).
  - (1) Two single drills may be performed and reported separately on the same calendar day to accommodate different program codes.
  - (2) Appropriate duty may not be performed on the same day as any other type of duty, with or without pay. Two periods of appropriate duty may not be performed on the same day.

**Section B**  
**ORDERS AND REQUIREMENTS**

- e. Unit commanders may schedule participation in a change of command, parade or other suitable ceremony as a substitute for not more than one regularly scheduled drill during any one fiscal year. Such substitute drill shall cover a period of not less than two hours duration.

**2.B.3**

***Minimum Drill  
Attendance for  
Satisfactory  
Participation***

Members in TRA/PAY CAT A and B must attend 90% of scheduled, paid IDT drills each fiscal year. For members of TRA/PAY CAT A, members must normally attend at least 43 drills. Excused absences are not credited towards minimum drill attendance. Officers must attain a minimum of 50 points per anniversary year to remain in the Ready Reserve (see 4.A.2 and 4.A.3).

**2.B.4**

***Absences***

If a reservist is unable to perform a scheduled IDT drill, they should inform their supervisor immediately. Usually, schedule conflicts for reasonable reasons (such as temporary civilian employment conflicts) can be worked out between the command and the reservist and the drill rescheduled. If a notification of a scheduled drill conflict occurs within 48 hours of the start of the scheduled drill, the drill may be rescheduled only for the following reasons:

- a. Illness or injury of reservist
- b. Serious or unusual hardship due to unforeseen emergency
- c. Accident or illness of a family member, requiring presence or other action by the reservist
- d. Death or imminent death of a member of the immediate family
- e. Commanding officer's discretion

Note: If a reservist is absent from a scheduled drill for any other reason than listed above, the absence should be recorded as unexcused and may not be rescheduled.

**Section B**  
**ORDERS AND REQUIREMENTS**

**2.B.5**

***Reasonable  
Commute  
Distance***

- a. Reasonable commute distance is defined by Coast Guard policy and DOD Instruction 1215.18 as the maximum distance a member may be required to travel involuntarily between residence and IDT/ADT site:
  - (1) A 100-mile radius of the IDT site or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in 3 hours. That applies only to those units that normally do four IDT sessions on two consecutive days and where Government meals and quarters are provided (at the unit IDT site).
  - (2) A 50-mile radius of the IDT site or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in a 1.5 hour period, where Government meals and quarters are not provided at the unit IDT site.
- b. For specific situations not addressed above, servicing ISC's make determinations of reasonable commute distances.
- c. Members assigned to units beyond a reasonable commute distance may elect to reject the orders.
  - (1) Obligated members who reject assignment orders which would require travel beyond a reasonable commute distance are assigned to another unit within a reasonable commute distance, or transferred into TRA/PAY category E.
  - (2) Non-obligated members who reject assignment orders which would require travel beyond a reasonable commute distance are assigned to another unit within a reasonable commute distance or transferred into the IRR.

**2.B.6**

***Travel While  
on IDT Orders  
orders.***

- a. Members are not entitled to receive reimbursement for travel between their place of residence and their normal IDT site when under Normal drill sites are established by unit commanders. If the normal drill site is different than the unit location the servicing ISC(pf) shall be notified by the unit commanding officer and a note included within the RPAL billet listing. This is necessary to ensure member assignments are within a reasonable commuting distance (when possible) and to provide a legal means of determining berthing eligibility and other entitlements when a member travels from their normal IDT site to the unit.  
(JFTR U7150.C.2)

**Section B**  
**ORDERS AND REQUIREMENTS**

b. Reservists who are ordered to locations other than normal IDT site should be placed on TAD orders and receive entitlements per the JFTR(JFTR U7150.C.3). TAD orders are issued and funded by the member's assigned unit. TAD orders should specify the members' normal drill site location. When the member travels directly from home to TAD station, reimbursement is limited to the lesser entitlement from either:

- (1) The member's home
- (2) Assigned unit to the point at which TDY inactive duty training is performed

**Chapter 3**  
**ACTIVE DUTY FOR RESERVISTS**

**Chapter Overview**

**Introduction** This chapter provides information on active duty for reservists.

**In this Chapter**

<b>Section</b>	<b>Description</b>	<b>See Page</b>
<b>A</b>	Definitions and Types	3-A-1
<b>B</b>	Annual Training Requirement	3-B-1
<b>C</b>	Active Duty for Training	3-C-1
<b>D</b>	Active Duty Other Than Training	3-D-1
<b>E</b>	Resident Training for Reservists	3-E-1
<b>F</b>	Reserve Orders	3-F-1

## Chapter 3

### ACTIVE DUTY FOR RESERVISTS

## Section A

### DEFINITIONS AND TYPES

#### *Section Overview*

**Introduction** This section provides definitions for and types of active duty for reservists.

#### *In this Section*

Para.	Topic	See Page
3.A.1	Definition	3-A-2
3.A.2	Types	3-A-2



**Section A**  
**DEFINITIONS AND TYPES**

***Section Overview***

***Introduction***      This section provides definitions for and types of active duty for reservists.

***In this Section***

Para.	Topic	See Page
3.A.1	Definition	3-A-2
3.A.2	Types	3-A-2

## Section A DEFINITIONS AND TYPES

### 3.A.1

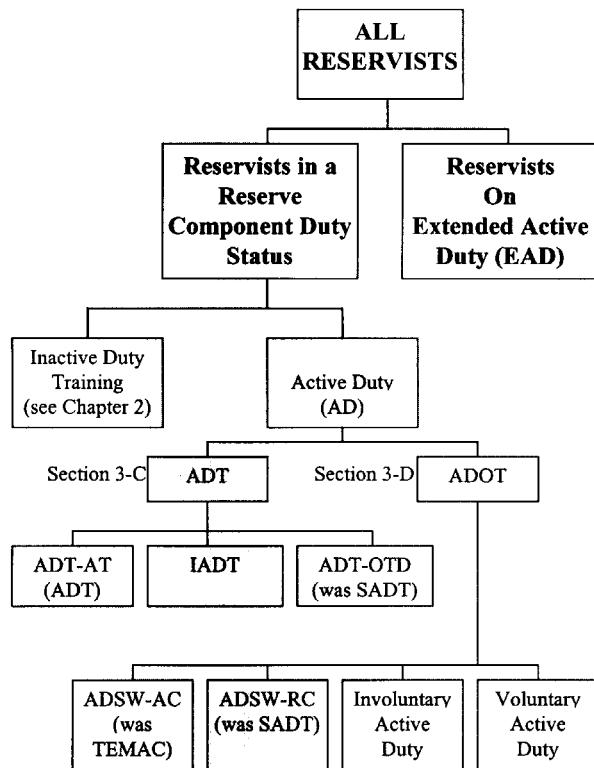
#### **Definition**

Active duty is, "Full-time duty in the active military service of the United States. It includes duty on the active list, full-time training duty, annual training duty, and attendance while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned" (10 U.S.C. 101). In the Coast Guard Reserve, active duty consists of EAD, ADT (which is composed of ADT-AT, IADT, ADT-OTD) and ADOT (which is composed of ADSW-AC, ADSW-RC and Involuntary Active Duty).

### 3.A.2

#### **Types**

Shaded areas shown below are types of active duty.



**Active Duty Flow Chart**

**Section A**  
**DEFINITIONS AND TYPES**

Active Duty for reservists includes:

- a. ***Extended active duty (EAD):***  
EAD is a tour of active duty in an active component duty status. While on EAD, reservists are administered as members of the active duty (full-time) Coast Guard. They compete for advancement or promotion on the active duty promotion list (except for members of the Reserve Program Administrator Corps). Reservists on EAD are placed in a personnel allowance (PAL) billet and count against (active duty) Coast Guard strength.
- b. ***Active Duty for Training (ADT) (see Section 3-C for definitions)***
  - (1) ***Active Duty for Training for Annual Training (ADT-AT):***
  - (2) ***Initial Active Duty for Training (IADT):***
  - (3) ***Active Duty for Training - Other Training Duty (ADT-OTD):***
- c. ***Active Duty Other Than Training (ADOT) (see Section 3-D for definitions):***
  - (1) ***Involuntary Active Duty:***
  - (2) ***Voluntary Active Duty for Emergency Operations:***
  - (3) ***Active Duty for Special Work in support of the Active Component (ADSW-AC):***
  - (4) ***Active Duty for Special Work in support of the Reserve Component (ADSW-RC):***

## Section A

### DEFINITIONS AND TYPES

**Section B**  
**ANNUAL TRAINING REQUIREMENT**

**Section Overview**

**Introduction**      This section provides information on the annual training requirement for reservists.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
3.B.1	Goal of Active Duty	3-B-2
3.B.2	AT Requirement	3-B-2
3.B.3	Reasons for Waiver of AT Requirement	3-B-3
3.B.4	Requests for Waiver of AT Requirement	3-B-3
3.B.5	AT Requirement for Reservists Switching TRA/PAY Categories	3-B-4
3.B.6	AT of Personnel in Foreign Residence	3-B-5

**Section B**  
**ANNUAL TRAINING REQUIREMENT**

**3.B.1**

**Goal of  
Active Duty**

Ready reservists are required to perform active duty on a regular basis to ensure that they are a trained and ready force who are able to quickly augment Coast Guard forces to meet Coast Guard mission requirements. This goal is set down in 10 U.S.C. 10147 as an active duty annual training (AT) requirement.

**3.B.2**

**AT  
Requirement**

- a. By Coast Guard policy, the AT requirement is limited to members of the SELRES and, for most members, 12 days per fiscal year.

<b>TRA/PAY Category</b>	<b>AT Requirement</b>
A	12 days
E	30 days

- b. The AT requirement can be met by performing active duty of any form (EAD, ADT-AT, ADT-OTD, ADSW-AC (formerly called TEMAC) or ADSW-RC (another form of SADT)) as long as the duty is rate or RPAL billet related. The duty can be an augmentation duty, on-the-job training or a formal school. The servicing ISCs determine whether duty will meet the AT requirement. This determination is shown on the reservist's orders.
- c. Examples of duty that meet and do not meet the AT requirement:
- (1) A Damage Controlman assigned to a DC billet at a small boat station would meet the AT requirement by performing 12 days of active duty (normally ADT-AT) doing repair or construction work.
  - (2) The same Damage Controlman would not meet the AT requirement by doing 12 days of work recruiting new personnel.
  - (3) A Damage Controlman assigned to a billet at a recruiting office would meet the AT requirement by performing 12 days of active duty recruiting new personnel.
- d. The responsibility for requesting active duty to meet the AT requirement lies with the reservist. Scheduling should be coordinated between reservists and their command. Reservists should consult with their civilian employers and family in advance of requesting duty to reduce the likelihood of scheduling conflicts.

**Section B**  
**ANNUAL TRAINING REQUIREMENT**

- e. When scheduling duty, commands must keep in mind the member's need to earn 50 retirement points each anniversary year to earn a satisfactory year for federal service (i.e. to get a good year for retirement). (See section on 1354Crediting Retirement Points|&end\_TA&| in this manual.) For new members of the SELRES, 12 days of ADT-AT or ADT-OTD may be scheduled and performed to allow the member to earn a satisfactory year for federal service even though no requirement exists.

**3.B.3**

***Reasons for  
Waiver of  
Requirements***

Commanding Officers are authorized to waive the AT requirement for members of the Selected Reserve for sufficient cause. Sufficient cause includes:

- a. Members who have completed a period of long term (greater than 139 days) active duty within the last year.
- b. Members who have graduated from Class "A" school within the last year.
- c. Members who are within one year of retirement eligibility.
- d. In years with limited ADT-AT funding (as designated by Commandant (G-WTR-3)), members whose rating skills are substantially maintained through their civilian employment.
- e. Members residing overseas where the cost of returning the members to a training site is prohibitive.
- f. Members experiencing temporary physical disability documented by a physician and temporary family or personal hardship. These reasons must be completely documented by the member.

**3.B.4**

***Request for  
Waiver of AT  
Requirement***

Requests for waiver of the AT requirement shall be submitted in writing from the member to the commanding officer with a copy of the approved waiver request to the Servicing PERSRU and CGPC-adm-3. The commanding officer must consider the member's proficiency and ability to rapidly become an effective resource to the Coast Guard.

- a. Waiver requests should be submitted as soon as possible. If the waiver is approved, non-completion of the AT requirement will not be considered when evaluating the member's performance.

**Section B**  
**ANNUAL TRAINING REQUIREMENT**

- b. A remaining AT requirement of 5 days or less may be waived at the commanding officer's discretion. All waivers of an AT requirement will be documented by a letter to the member with a copy to the servicing PERSRU and CGPC-adm-3.
- c. A waiver for an individual will not be granted two years in a row without the approval of the servicing ISC(pf) .

**3.B.5**

**Requirement**

**for Reservists**

**Switching**

**TRA/PAY CATs**

The AT requirement for a member switching TRA/PAY categories is as follows:

Former Status	New Status	Time Remaining Until End of Fiscal Year	AT Requirement
SELRES	SELRES	n/a	12 days
Any other status	SELRES	6 months or more	12 days
Any other status	SELRES	Less than 6 months	0 days
SELRES	Any other status	n/a	0 days



**Section B**  
**ANNUAL TRAINING REQUIREMENT**

3.B.6

**AT of Personnela.** AT within the geographic limits of a Coast Guard district  
**in Foreign** shall be administered as follows:  
**Residence**

- (1) If a reservist returns temporarily from foreign residence to the geographic limits of a Coast Guard district, the reservist may be considered for assignment to duty within that district.
  - (2) If the member wishes to be considered for duty, Form CG-3453 must be submitted to the member's servicing ISC via the duty location's ISC. The application must contain the address within the U.S. where the reservist will be located. Endorsement by the duty site's ISC shall contain sufficient information concerning the duty to enable member's servicing ISC to issue the orders, upon approval. The application must also state if government travel or reimbursement for private travel, in connection with the period of duty, is authorized for travel to and from the member's stateside residence to the duty location.
- b. ADT-AT performed outside the geographic limits of any district shall be administered as follows:
- (1) The member will obtain the approval of their servicing ISC before pursuing overseas duty. Duty shall normally be coordinated through units of the U.S. Armed Forces.
  - (2) Applications for such duty shall specify the type of training to be performed and shall be submitted to the member's servicing ISC, via the appropriate chain-of-command at which the training is to be performed.
  - (3) Upon approval of an application for such duty, orders will be issued by the servicing ISC. In approving such applications and issuing orders, the servicing ISC shall exercise the same discretion with regard to distances involved and the suitability of the requested training as they would with a reservist residing in the United States.

Section B

ANNUAL TRAINING REQUIREMENT

**Section C**  
**ACTIVE DUTY FOR TRAINING**

**Section Overview**

**Introduction** This section provides information on active duty for training including ADT-AT, initial active duty for training (IADT) and ADT-OTD.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
3.C.1	Definition	3-C-2
3.C.2	Types of ADT	3-C-2
3.C.3	Sub-categories of ADT	3-C-3
3.C.4	Authority	3-C-4
3.C.5	Limits on ADT	3-C-5
3.C.6	Issuance of Orders	3-C-6
3.C.7	Cancellation or Early Termination of Orders	3-C-6

**Section C**  
**ACTIVE DUTY FOR TRAINING**

**3.C.1**

**Definition**

*Active duty for training (ADT) is a tour of active duty that is used for training members of the reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces during war or national emergency and such other times as national security requires. It is comprised of ADT-AT (for annual training), Initial Active Duty for Training (IADT) and Other Training Duty (ADT-OTD) (DODI 1215.6). By Coast Guard policy, ADT for pay is normally authorized for members of the Selected Reserve (SELRES) only.*

Partial days of ADT are not allowed (i.e., you cannot pay someone for doing four hours of duty on two consecutive days).

**3.C.2**

**Types of ADT**

ADT may be performed consecutively, non-consecutively, in a paid or non-paid status.

a. **Consecutive vs. Non-consecutive ADT:**

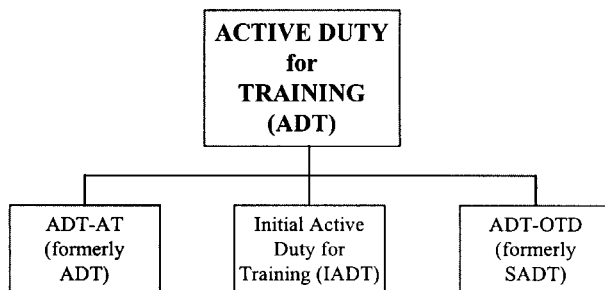
Normally, ADT is performed on consecutive calendar days. ADT may be performed non-consecutively in one or more day increments over a set time period (e.g., 14 days to be completed between 2 February and 30 June). It is performed according to a schedule arranged between the command and the reservist. Liberty is not authorized and cannot be reported as completion of non-consecutive ADT. Specific days of duty must be specified in writing (but not necessarily on the order) before each day of duty starts (this protects the reservist and the command in the case of injury or other service-related concerns). Normally, the span of the orders is limited to one fiscal quarter to allow for proper funds management. Non-consecutive ADT is generally used when the reservist lives close to the duty location (to minimize travel costs that are authorized for ADT) and when the command determines that the nature of the work allows its accomplishment in small increments. The member will normally be paid for a single round trip per set of orders. In order for a reservist to be paid for multiple trips to duty site, the orders must specify that the non-consecutive nature of the orders is for "convenience of the government, multiple travel is authorized." (JFTR U7150.A.1.B(3))

**Section C**  
**ACTIVE DUTY FOR TRAINING**

- b. Documentation to support non-consecutive ADT must be submitted to the PERSRU after each period of duty (e.g., upon completion of 3 consecutive days of ADT and after each single day of ADT followed by a break in duty). If the required PMIS transaction is submitted by the PERSRU over 90 days from the date of duty, it is considered "out-of-range" and must be credited manually by HRSIC. This results in a significant increase in administrative work and in delayed payment. In order to facilitate proper reporting of non-consecutive ADT, orders should be issued for periods no longer than 60 days. If it becomes necessary to issue orders for longer periods, the reservist must be counseled on proper reporting procedures.
- c. **Pay vs. non-pay ADT:** Unless otherwise stated, all ADT orders are assumed to be for pay. Non-pay ADT is always voluntary duty. Duty without pay accrues retirement points the same as duty with pay. Per diem allowances are not normally payable to reservists who are performing ADT without pay, however, they may receive per diem while in a travel status. Reservists may receive travel allowances for travel to and from their ADT duty station and home station (JFTR U7150.B.2). However, members of the Standby Reserve who voluntarily perform ADT without pay are not entitled to pay or allowances of any type incident to that duty. There are two situations when non-pay ADT may be authorized:
- (1) ADT-OTD for SELRES members who request training in addition to ADT-AT
  - (2) ADT-OTD for members of the IRR

**3.C.3**

**Sub-categories of ADT** There are three sub-categories of ADT. These are:



**ADT Flow Chart**

**Section C**  
**ACTIVE DUTY FOR TRAINING**

- a. **ADT-AT:** ADT-AT is a tour of Active Duty that is used to maintain rating or billet related skills and knowledge to ensure reservists are ready to quickly fill the needs of the Coast Guard. By Coast Guard policy, ADT-AT is limited to 12 to 15 days per fiscal year for members of TRA/PAY Category A and 30 days for members of TRA/PAY Category E.
- b. **IADT:** IADT is the mandatory period of Active Duty required for new non-prior service members in the Coast Guard Reserve. The precise definition is a term *used to identify the mandatory training or the equivalent, as determined by the Secretary of the Military department concerned, each member of an Armed Force must complete on initial entry into the military service to qualify in a military specialty or branch, as required by Section 671 of Title 10 U.S.C. for deployability on land outside the United States and its territories and possessions during war or national emergency.*" (DODI 1205.21). The length of IADT varies depending on the member's enlistment program (see chapter on **Reserve Programs**).
- c. **ADT-OTD:** active duty for training - other training duty (formerly called special active duty for training (SADT)). This is training in addition to ADT-AT to complete specific requirements for rate or billet related qualifications. This training may be formal or on-the-job training.
  - (1) **Long-term ADT-OTD** is duty performed consecutively in excess of 139 days. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty.
  - (2) **Short-term ADT-OTD** is duty performed consecutively for 139 days or less. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty.

**3.C.4**

**Authority**

- a. ADT-AT, IADT, and short-term ADT-OTD orders, including extensions, for any individual in a given position or for any given project will be approved by the servicing ISC(pf).
- b. Long term ADT-OTD orders, including extensions, for any individual in a given position or for any given project must be approved by the Commandant (G-WTR-3). Orders are issued by the servicing ISC(pf) with a copy of the orders sent to Commandant (G-WTR-3).

**Section C**  
**ACTIVE DUTY FOR TRAINING**

- c. ADT-OTD orders, including extensions, for periods exceeding 360 days will not normally be authorized. Instead, a request for extended active duty may be submitted to CGPC-rpm via Commandant (G-WTR).

**3.C.5**  
**Limits on**  
**ADT-OTD**

- a. ***Policy Limits.***

Training conducted under ADT-OTD must have a clear end result such as certification, re-certification, qualification, completion of performance qualifications, or graduation from a formal course. The training must be related to the member's RPAL billet. Use of ADT-OTD for general unit augmentation without any clear training benefit to the member is unauthorized.

- b. ***Personnel Limits.***

Individuals in the following categories shall not perform ADT-OTD unless authorized by Commandant (G-CCS).

- (1) Reservists with 15 years or more of active service (including active duty and active duty for training).
- (2) Reservists assigned to the ASP due to unsatisfactory performance.

- c. ***Funding.***

- (1) ADT-AT is funded from AFC-90 accounts held by servicing ISCs. Individual travel order numbers (TONO) are issued by servicing ISCs.
- (2) IADT is funded from a centralized AFC-90 account held by Commandant (G-WTR-3). Individual TONOs are issued by the Coast Guard Recruiting Center or servicing ISC(pf) and the funds reimbursed by (G-WTR-3).
- (3) Short term ADT-OTD is funded from AFC-90 accounts held by servicing ISCs.
- (4) Long term ADT-OTD is paid from the AFC-01 account which is then reimbursed as appropriate by Commandant (G-WTR-3). The servicing ISC(pf) issues orders using an accounting string issued by Commandant (G-WTR-3). Long term ADT-OTD is rarely encountered.

**Section C**  
**ACTIVE DUTY FOR TRAINING**

**3.C.6**

***Issuance of Orders***

- a. The authority to issue ADT orders is delegated to the member's servicing PERSRU when the duty and individuals who will perform the duty come within the guidelines of this section.
- b. Payment for travel to and from the member's residence to the duty site (once each way) is authorized for each consecutive period of duty. Travel authorization for additional trips on non-consecutive ADT orders must be specified by the servicing ISC(pf) and noted on the orders. In order for a reservist to be paid for multiple trips to the duty site, the orders must specify that the non-consecutive nature of the orders is for "convenience of the government, multiple travel is authorized."
- c. Full per diem is authorized in accordance with the Joint Federal Travel Regulations (JFTR), if government quarters and messing is not available. Proportional per diem for meals may be authorized when a government mess is available, but not for all three meals per day. Reservists on active duty for training who are not otherwise entitled to per diem and who occupy transient government housing may be reimbursed the actual cost incurred for the service's charges and lodging. Temporary lodging facilities are not considered government quarters for purposes of this section.

**3.C.7**

***Cancellation or Early Termination of Orders***

ADT orders may be canceled before they are executed or may be terminated early by the issuing authority. As much advance notice as possible should be provided to the member to allow for civilian employment rescheduling. A reservist who must leave ADT before the planned termination date must obtain approval from the appropriate supervisor. If the supervisor agrees to the termination, the servicing ISC(pf) must be notified. Reservists must remember that, after commencing the duty, it is no longer voluntary. Therefore, every effort should be made to avoid any conflicts. Should an unavoidable conflict occur, possible solutions can include amending the orders to be non-consecutive, or performing the duty at another time under a new set of orders.



**Section D**  
**ACTIVE DUTY OTHER THAN TRAINING**

**Section Overview**

**Introduction** This section provides information on Active Duty Other Than Training including ADSW-AC, ADSW-RC, Involuntary Active Duty and Emergency Voluntary Duty.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
3.D.1	Definition	3-D-2
3.D.2	Types of Active Duty Other Than Training (ADOT)	3-D-2
3.D.3	Sub-categories of ADOT	3-D-2
3.D.4	Authority	3-D-4
3.D.5	Limits on ADOT	3-D-4
3.D.6	Funding	3-D-5
3.D.7	Issuance of Orders	3-D-5
3.D.8	Cancellation/Early Termination of Orders	3-D-6
3.D.9	Extension of Orders	3-D-6
3.D.10	Status of Reservists on ADSW Orders	3-D-7
3.D.11	Identifying Reservists for ADSW	3-D-7
3.D.12	Applying for ADSW	3-D-7

**Section D**  
**ACTIVE DUTY OTHER THAN TRAINING**

**3.D.1**

**Definition**

Active Duty Other Than Training (ADOT) is a tour of Active Duty that is used for support of Coast Guard missions. ADOT includes Active duty for Special Work (ADSW), Emergency Voluntary Active Duty, and Involuntary Active Duty.

**3.D.2**

**Types of ADOT**

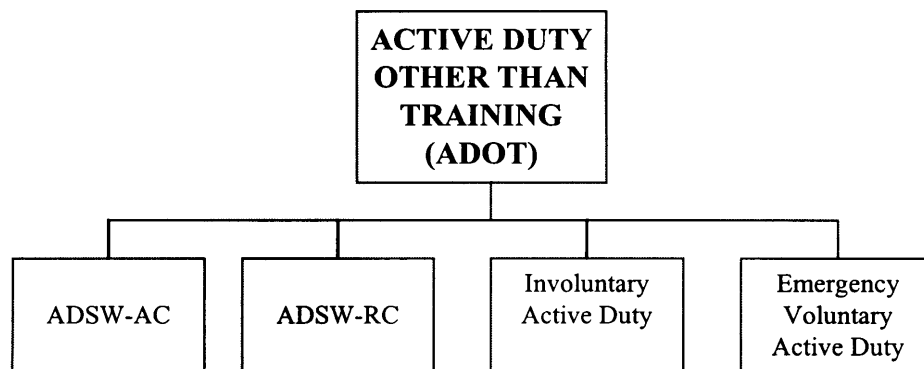
ADOT may be performed consecutively or non-consecutively.

- a. Normally, ADOT duty is performed on consecutive calendar days. ADSW-AC (formerly called TEMAC) and ADSW-RC (formerly called SADT) may be performed non-consecutively in one or more day increments over a set time period. (e.g., 14 days to be completed between 2 February and 30 June). It is performed according to a schedule arranged between the command and the reservist. Specific days of duty must be specified in writing (but not necessarily on the order) before each day of duty starts (this protects the reservist and the command in the case of injury or other service-related concerns). Non-consecutive ADOT can be performed one or more days at a time. Normally, the span of the orders is limited to one fiscal quarter to allow for proper funds management. Non-consecutive ADOT is generally used when the reservist lives close to the duty location (to minimize travel costs that are authorized for ADOT) and when the command determines that the nature of the work allows its accomplishment in small increments.

**3.D.3**

**Sub-categories of ADOT**

There are four sub-categories of ADOT.



**ADOT Flow Chart**

**Section D**  
**ACTIVE DUTY OTHER THAN TRAINING**

- a. **Active Duty for Special Work in support of the Active Component (ADSW-AC):** ADSW-AC is a tour of Active Duty other than Extended Active Duty (EAD) to provide support for Coast Guard missions. This includes duty formerly referred to as TEMAC (Temporary Active Duty). (See COMDTINST 1330.1(series)).
- (1) **Long-term ADSW-AC** is duty performed consecutively in excess of 20 weeks. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty. BAH and COLA are paid to members who perform long-term ADSW (JFTR U8008). Permanent Change of Station (PCS) entitlements apply when duty is more than 20 weeks.
- (2) **Short-term ADSW-AC** is duty performed consecutively for 20 weeks or less. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty.
- b. **Active Duty for Special Work in support of the Reserve Component (ADSW-RC):** ADSW-RC is a tour of Active Duty other than Extended Active Duty to provide support for the Coast Guard Reserve. This duty, along with ADT-OTD was formerly called SADT (Special Active Duty for Training).
- (1) **Long-term ADSW-RC** is duty performed consecutively in excess of 20 weeks. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty. BAH is paid to members who perform long-term ADSW. Permanent Change of Station (PCS) entitlements apply when duty is more than 20 weeks.
- (2) **Short-term ADSW-RC** is duty performed consecutively for 20 weeks or less. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty.
- c. **Involuntary active duty:** Involuntary Active Duty is a tour of Active Duty to support recalls under 14 U.S.C. 712 or 10 U.S.C. 12302. It does not count against Coast Guard full time equivalent (FTE). These recalls are initiated by the President or the Secretary of Transportation. Involuntary Active Duty is also used in some situations regarding UCMJ action.

**Section D**  
**ACTIVE DUTY OTHER THAN TRAINING**

- d. **Emergency voluntary active duty:** Voluntary Active Duty for Emergency Operations is one form of duty performed under 10 U.S.C. 12301(d). It is initiated by the appropriate District Commander during serious natural or man-made disasters, accidents, or catastrophes caused by something other than military action. This duty does not count against ADSW-AC Coast Guard full time equivalent (FTE) caps but is documented in weekly domestic emergency reports per the Coast Guard Manpower Mobilization and Support Plan (COMDTINST M3061.1).

**3.D.4**

**Authority**

- a. The Coast Guard Manpower Mobilization and Support Plan COMDTINST M3061 contains involuntary and emergency recall authority information. All ADOT, including extensions, will be administratively approved by the servicing ISC(pf). Orders are issued by the servicing ISC(pf).
- b. Long term ADSW-RC orders, including extensions, must be approved by the Commandant (G-WTR-3). Orders are issued by the servicing ISC(pf) with a copy of the orders sent to (G-WTR-3).
- c. ADSW-AC and ADSW-RC orders, including extensions, for periods exceeding 360 days will not normally be authorized. Instead, a request for extended active duty (EAD) may be submitted to CGPC.

**3.D.5**

**Limits on  
ADOT**

- a. ADSW-AC is used for projects that support missions of the Coast Guard.
- b. ADSW-RC is used for projects that directly support the Coast Guard Reserve's mission to provide a fully trained and capable surge force. Reservists will not normally be ordered to ADSW-RC for assignment to any agency outside the Coast Guard. Departure from this policy requires approval of Commandant (G-WT) except for reservists assigned to the Selected Service System.
- c. Individuals in the categories listed below shall not perform ADSW unless authorized by Commandant (G-CCS).
  - (1) Reservists with 15 years or more of combined active service (including all forms of active duty and active duty for training).

**Section D**  
**ACTIVE DUTY OTHER THAN TRAINING**

**Note:** Public Law 104-201, section 533 modifies 10 U.S.C. 12686 to allow reservists desiring to serve on active duty to waive the retirement "sanctuary" (within 2 years of becoming eligible for retired pay) specified in 10 U.S.C. 12686. Now reservists can be brought on active duty for up to 179 days even if they are in or would enter the sanctuary period during the contemplated period of service if the reservist volunteers to serve on active duty and the reservist waives the sanctuary provision.

- (2) Reservists assigned to the IRR due to unsatisfactory performance.
- d. There are limits to the number of times and duration an individual may be recalled within a set time period under involuntary active duty (see COMDTINST M3061).

**3.D.6**  
***Funding***

- a. ADSW-AC is normally funded from an individual unit's AFC-30 account.
- b. ADSW-RC is funded from the AFC-90 account.
- c. See COMDTINST M3061 for information on funding involuntary active duty and emergency voluntary active duty.

**3.D.7**  
***Issuance of Orders***

- a. The authority to issue orders is delegated to the member's servicing PERSRU. The PERSRU holding the member's PDR will issue orders or extensions on orders.
- b. Standard Travel Order for Military Personnel, CG-5131, will be used to issue ADSW orders.
- c. Copies of all ADSW-AC orders shall be sent to Commandant (G-WR-1) when issued.
- d. Copies of long-term (over 20 weeks) ADSW-RC orders shall be sent to Commandant (G-WTR-3) when issued.
- e. Per diem may be authorized, as applicable, per the JFTR U7150 and the Summary of Entitlements for Reserve Components Personnel. Note: For Orders (or Extensions on Orders) of 20 weeks or more, refer specifically to the JFTR U7150A.4.d.

**Section D**  
**ACTIVE DUTY OTHER THAN TRAINING**

- (1) Orders shall not be retroactively amended to change entitlements for duty already performed unless all facts and circumstances clearly demonstrate that some provision previously determined and definitely intended was omitted through error.
- (2) Retroactive amendments of entitlements requires documentation concerning original intent, facts and circumstances to be sent to Commandant (G-WPM) with the claim. This claim review process is lengthy. Careful avoidance of initial errors and amending of orders only for duty not yet performed will avoid costly administrative delays in processing.

**3.D.8**

***Cancellation  
or Early***

- a. Active Duty orders may be canceled before they are executed or terminated early by the issuing authority.

***Termination  
of Orders***

Reservists should be advised of pending cancellation or early termination as early as possible to facilitate civilian job planning.

- b. A reservist desiring to leave active duty before the planned termination date must obtain approval via the appropriate supervisor. If the command agrees to the termination, the order issuing authority shall be notified. Upon commencement of duty, orders are no longer voluntary. Therefore, every effort should be made to avoid any conflict. If a conflict does arise, the solution could include amending orders to be non-consecutive, or soliciting for the remainder of the period to be filled by another reservist.
- c. In the event of a cancellation of long term orders, notify Commandant (G-WR-2) (for ADSW-AC orders) or Commandant (G-WTR-3) (for ADSW-RC orders).

**3.D.9**

***Extension  
of Orders***

- a. ADSW-AC orders require approval of the funding authority before they can be extended.
- b. ADSW-RC orders may be extended by the servicing ISC(pf) up to a total of 139 days. All requests for extension of ADSW-RC orders beyond 139 days shall include a statement explaining why the longer period is necessary and why it was not anticipated in the original plan. The request shall be sent to Commandant (G-WTR-3).

**Section D**  
**ACTIVE DUTY OTHER THAN TRAINING**

**3.D.10**

***Status of  
Reservists on  
ADSW Orders***

- a. Reservists ordered to long-term ADSW should be placed in the ASP for the duration of their assignment.
- b. Reservists on short-term ADSW normally remain in their RPAL billets, but are not required to perform ADT or IDT during the course of the ADSW orders. Performing more than one form of duty (e.g., ADSW and ADT, or ADSW and IDT) on the same calendar day is prohibited.
- c. It is Coast Guard policy that reservists are not penalized for performing ADSW since this duty meets Service goals. Upon completion of ADSW of any duration, reservists are entitled to return to a pay billet, unless they would have otherwise been subject to reassignment. Examples of being subject to reassignment include: advancement or promotion, attainment of 30 years service, etc. In situations where no additional training capacity exists at the original unit, the reservist may be assigned to a unit in the same geographic area. Servicing ISCs are authorized to "overbillet" personnel at units to accomplish this purpose.
- d. Members on involuntary active duty or emergency voluntary active duty normally return to their former billets upon release from active duty.

**3.D.11**

***Identifying  
Reservists for  
ADSW***

- a. Nationwide solicitations are issued from Commandant (G-WTR) for all approved long-term ADSW. The primary methods of soliciting are the internet and the Reservist Magazine. Responses to solicitations shall be sent to the requesting command.
- b. Commands requesting ADSW shall notify all applicants and their commands when a position has been filled.

**3.D.12**

***Applying for  
ADSW***

- a. Reservists applying for ADSW shall:
  - (1) Submit a written application to the unit requesting ADSW via their unit and servicing ISC. Applicants shall indicate if they wish to have this duty credited toward their AT requirement.
  - (2) Identify the position being sought, including dates of duty.
  - (3) Attach a personal resume if requested.

**Section D**  
**ACTIVE DUTY OTHER THAN TRAINING**

- (4) Provide any comments which will help the requesting command determine the applicant's qualifications.
- b. Unit commanding officers will include the following information in their endorsement:
  - (1) A specific positive or negative recommendation.
  - (2) An evaluation of the applicant's qualifications and suitability for the position.
  - (3) Applicability of the position to the applicant's RPAL billet. (This is used by the ISC to determine if the duty is applicable to the member's annual training requirement.)
- c. The servicing ISC will include the following information in their endorsement:
  - (1) A specific positive or negative recommendation. (This recommendation may overturn a unit commander's negative recommendation if the needs of the service are best met by this applicant.)
  - (2) A statement of whether all or part of the duty will be credited toward the AT requirement (duty must be rate related or RPAL billet related if it is to satisfy the AT requirement). If in part, state how many days are to be counted toward AT.



**Section E**  
**RESIDENT TRAINING FOR RESERVISTS**

**Section Overview**

**Introduction** This section provides information on resident training for reservists.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
3.E.1	Definition	3-E-2
3.E.2	Resident Training Goals	3-E-2
3.E.3	Resident Training Open to Reservists	3-E-2
3.E.4	Coast Guard Class Schedules	3-E-3
3.E.5	Reserve Specific Schools	3-E-4
3.E.6	Hot to Apply	3-E-4
3.E.7	When to Apply	3-E-4
3.E.8	Notification of Selection	3-E-4
3.E.9	Unit, ISC, MLC, PERSRU, and Commandant Duties	3-E-5

**Section E**  
**RESIDENT TRAINING FOR RESERVISTS**

**3.E.1**

**Definition**

Resident training is formal instruction at a place or location away from the normal duty station. It may be attended on either ADT or IDT orders. Resident training for reservists includes:

- a. Coast Guard resident training:
  - (1) Recruit training and indoctrination.
  - (2) Coast Guard class A schools.
  - (3) Coast Guard class C schools.
- b. Department of Defense resident training.
- c. Other training provided by Coast Guard units, private contractors or non-profit agencies such as the Coast Guard Auxiliary and the American Red Cross.

**3.E.2**

**Resident  
Training  
Goals**

Resident training should target skills that can not easily be obtained through on-the-job training, correspondence courses, or other methods of instruction.

Reasons for using resident training include the ability to use training materials, facilities and equipment that are not available at the unit, to obtain skills not available by other means, and to establish communications networks with others who are working towards the same goals.

**3.E.3**

**Resident  
Training  
Open to**

All forms of resident training are open to reservists. Factors effecting a reservist's ability to obtain a quota include:

**Reservists**

- a. **The cost of the training and the availability of funding,** (Training costs associated with ADT-AT and ADT-OTD are normally paid for by the RC).
- b. **Member's eligibility for the class,** (Each class has its own eligibility requirements. Coast Guard Reservists aren't eligible for class A or C schools in aviation rates because there are no aviation RPAL billets).

**Section E**  
**RESIDENT TRAINING FOR RESERVISTS**

- c. **Command approval** of the training request (a command may want a member to work at the unit using their existing skills before receiving more training).
- d. **Overall demand for a particular class**, (some classes are in high demand. Program or "slate" managers determines who receives available quotas).
- e. **Number of quotas previously received by a unit** for the class (if a unit has several people trained in the skill, quotas may go to another unit).
- f. **Duration of the class** (schools longer than two weeks require additional approval by an ISC to ensure availability of funds beyond normal ADT-AT).

**3.E.4**

**Coast Guard  
Class  
Schedules**

- a. Coast Guard class schedules are published each year in COMDTNOTE 1540 and is available from unit educational or training officers. An updated copy of this publication is also available over the Internet at:

<http://www.dot.gov/dotinfo/uscg/hq/g-w/g-wt/g-wtt/1540/1540.htm>

- b. Additional resident training schedules are published by district and unit commanders. Use your unit Education Services Officer as your initial point of contact.
- c. Many Department of Defense (DOD) school quotas require a three year advance notice before the Coast Guard can obtain a quota. Take this into account when reviewing available DOD training.

**Section E**  
**RESIDENT TRAINING FOR RESERVISTS**

**3.E.5**

***Reserve  
Specific  
Schools***

Some C schools are designated *reserve specific* because they were created specifically for those reservists who cannot attend longer courses because of their civilian job constraints. Information on these courses is available in COMDTNOTE 1540.

**3.E.6**

***How to  
Apply***

Members should apply for C schools by completing form CG-5223 and submitting the form to their supervisor. Supervisors should forward the request through their chain of command to the training officer. To request a quota, the training officer submits the information on the form to the appropriate slate manager. This may be done via electronic mail.

**3.E.7**

***When to  
Apply***

Requests for schools should be submitted to the slate manager (slate managers are listed in COMDTNOTE 1540) at least eight weeks before the class starts. This provides slate managers time to notify members so they may notify their employers. Reservists may request training less than eight weeks before a class starts but, if selected, will result in less advance notification of the member's selection. Reservists should plan ADT-AT at least one year in advance with their supervisor and request schools as soon as possible after COMDTNOTE 1540 is published.

**3.E.8**

***Notification of  
Selection***

For quotas managed by TQC, units should receive word on reservists' selection eight weeks before the class starts. The official slates are generated by message four weeks before a class starts. Reservists should request ADT-AT orders as soon as they have been advised they have a quota (before the official slate is published). If the eight week point has passed and a unit hasn't been notified, reservists may request that unit training officers contact the slate manager.

**Section E**  
**RESIDENT TRAINING FOR RESERVISTS**

**3.E.9**

**Unit, ISC, MLC**  
**PERSRU, and**  
**Commandant**  
**Duties**

Listed below are the key duties performed by various levels of command with respect to resident training:

a. **Units shall:**

- (1) Assist reservists in identifying suitable training opportunities.
- (2) Ensure applicants meet eligibility requirements before training requests are forwarded.
- (3) Forward approved short term training requests to their respective program managers. Requests for courses of more than 15 days must be submitted via the servicing ISC(pf).
- (4) Inform members upon receipt of quotas from the program manager.
- (5) Forward members' requests for orders to the servicing ISC(pf).
- (6) Notify members and PERSRU of course cancellation.

b. **Servicing ISCs(pf) shall:**

- (1) Approve or disapprove unit requests for ATD-OTD based on funding availability.
- (2) Forward approved requests to PERSRUs for orders preparation.
- (3) Return disapproved requests to units.
- (4) Manage and monitor overall resident training requirements. Provide feedback to Commandant as needed.

**Section E**  
**RESIDENT TRAINING FOR RESERVISTS**

c. ***PERSRUs shall:***

- (1) Prepare orders, amendments and cancellations and distribute immediately as follows:
  - (a) Original and four copies to members.
  - (b) Copies to the appropriate training facility, members' unit and servicing ISC(pf).
- (2) Inform training facilities of cancellations as soon as possible.
- (3) Provide orders to reservists six weeks in advance of reporting date, when possible.

d. ***Commandant (G-WTR) shall:***

- (1) Work with Commandant (G-WTT) and TRACENs to ensure resident training needs of the RC are met.
- (2) Make decisions to hold or cancel Reserve specific course convenings and notify (G-WTT) and TQC as soon as possible (within 4 weeks of course convening). If less than one-third of the quotas are filled, the course convening is normally canceled.
- (3) Work with TQC to establish policies for Reserve specific notification requirements.
- (4) Assist Coast Guard training program managers in developing methods to inform reservists about training opportunities.

**Section F**  
**RESERVE ORDERS**

**Section Overview**

**Introduction**     This section provides information on Reserve orders.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
3.F.1	General Information	3-F-2
3.F.2	Authority to Issue and Approve Travel Orders	3-F-4
3.F.3	Authority to Issue Involuntary ADT Orders for Physical Evaluations	3-F-4
3.F.4	Authority to Amend or Terminate Orders	3-F-4
3.F.5	ADT Without Pay	3-F-6
3.F.6	Limitations	3-F-6

**Section F**  
**RESERVE ORDERS**

**3.F.1**

**General**

**Information**

- a. A competent travel order is a written instrument issued or approved by the Secretary of the Department concerned, or such person or persons to whom authority has been delegated or redelegated to issue travel orders, directing a member or group of members to travel between designated points.
  - (1) A verbal order given in advance of travel and subsequently confirmed in writing giving the date of the verbal orders and approved by competent authority will meet the requirement for written orders.
  - (2) Orders written in the field which quote or reference orders received by telephone from competent authority must be subsequently confirmed in writing by the authority who issued such orders.
  - (3) Reimbursement for travel expenses or pay and allowances under verbal or telephonic orders may not be made until such confirmation is obtained.
- a. Every reservist performing active duty shall be authorized sufficient time to perform the travel involved, computed per Personnel Manual, COMDTINST M1000.6 (series).
- b. Under no circumstances may travel be authorized which will result in an expenditure in excess of allotted funds. As a necessary economy measure, authorities issuing travel orders must determine the travel is not only desirable, but necessary. This determination is a function of command.
- c. **Entitlements While Performing ADT**  
The U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), the Travel Manual, COMDTINST M4600.12 (series), and the Joint Federal Travel Regulations (JFTR) provide detailed instructions regarding entitlements and emoluments. HRSIC Travel Claims Assistance Team can answer reserve travel entitlement questions, by calling 1-888-USCG-TVL.



**Section F**  
**RESERVE ORDERS**

d. ***Signing of Orders***

Orders and extensions or modifications thereof will be signed by those personnel authorized to issue or approve orders and such staff or subordinate personnel as are designated in writing to sign orders originating within the command.

e. ***Determination of Modes of Transportation***

The mode of transportation for reservists shall be determined per provisions of the Personnel Manual, COMDTINST M1000.6 (series).

f. ***Travel Time During Execution of Orders***

Travel time during execution of orders by reservists performing active duty (including ADT-AT, IADT, ADT-OTD, appropriate duty, ADSW and voluntary and involuntary active duty) will be computed per Personnel Manual, COMDTINST M1000.6 (series).

g. ***Delay En Route During Execution of Orders***

Reservists ordered to perform any type of active duty under this chapter are not authorized delay en route prior to reporting to their first duty station.

h. ***Non-consecutive orders***

AD and IDT not need to be consecutive. The purpose of non-consecutive duty is to provide optimum flexibility to the augmented commands.

i. ***Special Clothing Requirements***

Special clothing requirements for individual courses are described in COMDTINST 1571.11 (series). Commanding officers shall ensure trainees have the prescribed special clothing prior to reporting to the training command.

**Section F**  
**RESERVE ORDERS**

**3.F.2**

**Authority  
to Issue  
Travel Orders**

- a. The Commandant may authorize all types of travel orders.
- b. With proper authorization, the servicing PERSRU may issue travel orders for any type of AD based on funding ceilings and per the JFTR and the CG Finance Center Standard Operations Procedures Manual (FINCEN SOP).
- c. Units may authorize travel orders for TAD during IDT, using unit travel funds.
- d. AD orders for Reserve flag officers will be authorized by area commanders, CGPC or Commandant.
- e. All orders must be signed by a designated fund certification official. If the orders include purchase of training services or items, the certification official must also have designated procurement authority.

**3.F.3**

**Authority  
to Issue  
Involuntary  
ADT Orders  
for Physical  
Evaluations**

- When requested by appropriate authority, the servicing ISC(pf) shall authorize involuntary active duty for training orders to a member who fails to undergo a required physical examination.
- a. Orders must clearly indicate the purpose of the duty is the completion of a required physical examination.
  - b. The member shall be notified by the servicing ISC(pf) that the examination must be completed within 30 days.  
If the member has not reported for the required examination within the 30-day limit, the servicing ISC(pf) shall submit a full report with a specific recommendation to CGPC-rpm as to retention in the Reserve.

**3.F.4**

**Authority  
to Amend or  
Terminate  
Orders**

- Amendments to orders may only be effected by the originating or higher authority, with the following exceptions:
- a. Orders inaccurately reflecting entitlements due to error, oversight, or change in member status during execution, shall be amended per COMDTINST M7220.29 (series), CG Pay Manual.

**Section F**  
**RESERVE ORDERS**

Note: Upon initially reporting for duty, only two duty statuses apply to reservists, "Fit for Duty" or "Unfit for Continued Duty" (reservists may not be placed in a Fit for Light Duty status). Guidance on "Unfit for Continued Duty" (unfit), is contained in COMDTINST M1850.2 (series), Physical Disability Evaluation. Policy on pregnant members is contained in COMDTINST 1900.9 (series). Policy on overweight members is contained in COMDTINST 1020.8 (series).

- b. Members involved in drug incidents may have their orders extended or terminated as allowed by current directives.
- c. Commanding officers of Coast Guard training centers are authorized to amend the ADT orders of a reservist when:
  - (1) The termination date of the orders needs to be amended due to rephasal or the member opts to take recruit leave.
  - (2) The reservist is found to be ineligible for or is not able to perform satisfactorily in the assigned course. In such cases, after consultation with the member's servicing ISC(pf) and unit, the orders may be amended to:
    - (a) Reassign the member to an appropriate course for which the reservist is qualified.
    - (b) Reassign the member to on-the-job training (OJT) at the training center or at another Coast Guard command (including member's unit), or
    - (c) Terminate the orders early.
- d. Officers in charge and commanding officers of cutters conducting reserve training are authorized to amend the duration of orders for reservists performing AD when changes to underway operations prohibit the return of the member on schedule. The cutter shall immediately notify the member's servicing ISC(pf) and unit, by message, citing name, rank/rate, social security number, TONO of the orders being amended, and the new duration of the duty.
- e. Only the issuing authority may amend rank/rate, pay base date, number of dependents, or security clearances.
- f. When orders are terminated or amended for any of the reasons above, the commanding officer of the training site shall provide the member's servicing ISC(pf) and unit with a written explanation.

**Section F**  
**RESERVE ORDERS**

- g. A member's ADT-AT orders will not be terminated or amended for disciplinary reasons unless approved by the member's servicing ISC(pf).

**3.F.5**

***ADT Without  
Pay  
JFTR U7150)***

Members of the Ready Reserve may be ordered to ADT (including ADT-AT and ADT-OTD) without pay with their consent. Duty without pay shall accrue retirement points the same as duty with pay. IADT is not normally performed without pay.

Per diem allowances are not payable to reservists who are performing ADT without pay, however, they may receive per diem while in a travel status. Reservists may receive travel allowances for travel to and from their ADT duty station and home station. However, members of the Standby Reserve who voluntarily perform ADT without pay are not entitled to pay or allowances of any type incident to that duty.

**3.F.6**

***Limitations***

Servicing ISCs may not authorize more than 15 days of ADT-AT for a member during an anniversary year without prior approval of Commandant (G-WTR-3). Normally, additional duty is performed as ADT-OTD.

Servicing ISCs may authorize new direct commission officers and direct petty officers for 12 days of ADT-OTD in the year in which they attend ROCI or REBI for training related to their RPAL billet or their rating.

Members required to attend the Reserve Enlisted Basic Indoctrination (REBI) course shall not perform any type of duty prior to attending REBI.

**Chapter 4**  
**PARTICIPATION STANDARDS AND ASSIGNMENTS**

***Chapter Overview***

***Introduction***      This chapter provides information on Participation Standards and Assignments.

***In this Chapter***

<b>Section</b>	<b>Description</b>	<b>See Page</b>
<b>A</b>	Participation Standards	4-A-1
<b>B</b>	Failure to Participate	4-B-1
<b>C</b>	Assignments	4-C-1

## Chapter 4

### PARTICIPATION STANDARDS AND ASSIGNMENTS

**Section A**  
**PARTICIPATION STANDARDS**

**Section Overview**

**Introduction**      This section provides information on participation standards for members of the Ready Reserve.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
4.A.1	Satisfactory Participation	4-A-2
4.A.2	SELRES Unsatisfactory Participation	4-A-2
4.A.3	IRR and Standby Reserve (Active Status) Unsatisfactory Participation	4-A-2
4.A.4	Counseling for Unsatisfactory Participation	4-A-3
4.A.5	Hardship Transfer to IRR	4-A-3
4.A.6	Travel Notification	4-A-4
4.A.7	Change of Residence	4-A-4
4.A.8	Physical Fitness Standards	4-A-6
4.A.9	Weight Standards	4-A-6

**Section A**  
**PARTICIPATION STANDARDS**

**4.A.1**

**Satisfactory  
Participation**

Satisfactory participation is defined as the fulfillment of training requirements that meets or exceeds minimum acceptable standards as described in this chapter. Failure to meet performance standards will be handled through administrative or disciplinary actions, as appropriate.

**4.A.2**

**SELRES  
Unsatisfactory  
Participation**

Unsatisfactory participation is the failure to comply with any of the following contractual obligations or program requirements:

- a. Completion of IADT
- b. Reporting per orders
- c. Attending the minimum percentage of scheduled drills per 2.B.
- d. Satisfying the AT requirement when a waiver was not obtained
- e. Completion of resident or correspondence courses required by the enlistment contract or commissioning program
- f. Answering official correspondence
- g. Maintaining physical fitness and weight standards
- h. Attaining a minimum of 50 retirement points in an anniversary year by an officer. (See 10 U.S.C. 12642).

**4.A.3**

**IRR & Standby  
Reserve  
(Active Status)  
Unsatisfactory  
Participation**

Unsatisfactory participation is the failure to comply with any of the following contractual obligations or program requirements:

- a. Answering official correspondence
- b. Promptly advising the servicing ISC(pf) of any change in residence
- c. Meeting the minimum training requirements for their TRA/PAY CAT
- d. Attaining a minimum of 50 retirement points in an anniversary year by an officer. (See 10 U.S.C. 12642).
- e. Maintaining physical standards.



**Section A**  
**PARTICIPATION STANDARDS**

**4.A.4**

***Counseling for  
Unsatisfactory  
Performance***

Commanding officers shall monitor the overall participation of unit members and evaluate performance of prescribed training requirements to determine compliance per the previous sections.

Every effort shall be made to correct deficiencies by providing timely counseling to members who are participating in an unsatisfactory manner. Commanding officers shall record counseling efforts in writing. Counseling for unexcused absences (see section 2.B.4 on Absences in this Manual) should start with the first absence. The record of counseling will include:

- a. Absences (number, dates, and reasons).
- b. Member's general deportment and quality of work.
- c. A statement that counseling has been provided.

**4.A.5**

***Hardship  
Transfer  
to IRR***

- a. When obligated members have compelling reasons for being unable to participate satisfactorily (e.g., bona fide civilian employment conflict, family emergency), they may request transfer to the IRR subject to the following conditions:
  - (1) Members may remain in the IRR for no longer than 2 years with subsequent return to the SELRES.
  - (2) SELRES obligation is voluntarily extended for the period of the hardship.
  - (3) Members are required, after returning to the SELRES, to satisfy their original obligation.
  - (4) Only one hardship IRR transfer is permitted while a member is obligated.
- b. Approving authority resides with the servicing ISC(pf). Hardship verification is based on a review of documentation submitted via the chain of command. Montgomery GI Bill benefits will be terminated until the member returns to the SELRES.

**Section A**  
**PARTICIPATION STANDARDS**

**4.A.6**

***Travel***

***Notification***

Reservists who plan to travel outside the United States for periods in excess of 30 days are required to notify their unit in writing.

- a. The notification shall contain the following:
  - (1) Date of departure
  - (2) Date of security brief (if required)
  - (3) Countries to be visited
  - (4) Addresses while outside the United States
  - (5) Duration of travel
- b. Reservists with a statutory or contractual obligation shall include the following statement in the notification:

I understand that travel outside the United States does not relieve me of the obligation to maintain satisfactory participation as required for my Reserve classification and TRA/PAY CAT.
- c. Permission to leave the United States is not required.

**4.A.7**

***Change of***

***Residence***

Travel or change of residence does not relieve reservists of their obligation to meet participation requirements.

- a. Ready Reserve members detached from a unit due to change of residence (except for changes of residence outside the United States), shall normally be assigned to RPAL billets near their new residence, if available.
  - (1) Reservists assigned to units are required to notify their commanding officer of any change of phone number or mailing address.

**Section A**  
**PARTICIPATION STANDARDS**

- (2) All other Ready Reserve members are required to promptly notify their servicing ISC(pf) of a:
- (a) Change of address, which will be in effect for six months or longer.
  - (b) Temporary change of address which will be in effect for less than six months if mail cannot be delivered promptly via the permanent mailing address.
- b. Members who relocate outside the United States shall notify the servicing ISC(pf) in writing via the chain-of-command as far in advance as possible. Notification shall include the new mailing address and the date of occupancy.
- (1) To meet a temporary non-military obligation overseas, members may be discharged for immediate reenlistment per the Personnel Manual, COMDTINST M1000.6 (series). The total period of the original enlistment served plus the reenlistment shall not be less than the member's military service obligation. In addition, it must include the anticipated period of temporary residence outside the United States. The member is required to comply with the conditions contained in the following statement which shall be signed by the member upon reenlistment:
- Reenlisted this date for \_\_\_\_\_ years under authority of 10 U.S.C. 12103(a) in order to (describe reason for temporary residence outside the U. S.) beginning (date) and ending (date). Participation in a CG unit must be resumed not later than (date) or earlier if requested and approved. Eligibility for transfer to the Standby Reserve (active status) begins following completion of eight years total satisfactory service in the Ready Reserve.*
- I hereby certify that I understand the participation requirements to which I obligate myself as a condition of this reenlistment.*

\_\_\_\_\_  
(Date) (reservist's signature)

**Section A**  
**PARTICIPATION STANDARDS**

- (2) The servicing ISC(pf) shall assign obligated personnel to the Active Status Pool (ASP) xx-87400 on the effective date of transfer. The servicing ISC(pf) shall require an obligor who returns to the U. S. within a 60 day period and requests reassignment to a unit to make up the accumulated absences as a condition of maintaining satisfactory participation.

**4.A.8**

***Physical  
Fitness  
Standards***

The Coast Guard Training and Education Manual, COMDTINST M2500.10 (series) and the Coast Guard Medical Manual, COMDTINST M6000.1 (series), contain the physical fitness standards for Coast Guard personnel.

**4.A.9**

***Weight  
Standards***

Maximum weight standards are in COMDTINST 1020.8 (series).

**Section B**  
**FAILURE TO PARTICIPATE**

***Section Overview***

***Introduction***      This section provides information on the consequences of failure to participate satisfactorily.

***In this Section***

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
4.B.1	Compliance Measures	4-B-2
4.B.2	Failure to Attend or Complete ROCI	4-B-3
4.B.3	Failure to Undergo Physical Exam	4-B-3
4.B.4	Failure of Officer to Earn Minimum Required Retirement Points	4-B-3

**Section B**  
**FAILURE TO PARTICIPATE**

**4.B.1**  
**Compliance**  
**Measures**

When a reservist fails to participate satisfactorily, as described in section 4.A, immediate steps shall be taken to induce satisfactory participation.

- a. If all reasonable measures fail, the commanding officer shall initiate the following actions:
  - (1) Members within their eight year military service obligation with less than 2 years total active duty or reserve satisfactory federal participation, discharge for misconduct.
  - (2) Members within their eight year military service obligation with at least 2 years total active duty or reserve satisfactory participation:
    - (a) Transfer to IRR, or
    - (b) Discharge for misconduct.
  - (3) Direct commission or OCS officer (with contractual or statutory obligation to perform):
    - (a) Transfer to IRR, or
    - (b) Initiate a show cause board action.
  - (4) Members beyond their eight year military service obligation, transfer to IRR.
- b. All administrative or punitive actions should be documented and include, at a minimum:
  - (1) Reason for punitive action (number, dates, and reasons)
  - (2) Member's advancement progress, proficiency, conduct, UCMJ action(s), general deportment, and quality of work
  - (3) Statement of counseling that has been provided
  - (4) Statement from member or a notation that member does not desire to make a statement
  - (5) Specific recommendation for action

**Section B**  
**FAILURE TO PARTICIPATE**

- c. The servicing ISC(pf) will take appropriate action to transfer or discharge the reservist.

**4.B.2**

***Failure to  
Attend or  
Complete ROCI***

Candidates who were in the Coast Guard SELRES when selected for a direct commission will return to their former status. If they are non-obligated, they may request assignment to the IRR. Those who wish to continue participation in the SELRES may request assignment to a unit other than that from which they applied for a direct commission. All non-CG candidates will be discharged.

**4.B.3**

***Failure to  
Undergo  
Physical  
Examination***

Members who fail to maintain current physical examinations shall be notified by the servicing ISC(pf), via the unit, that an examination must be conducted within 30 days. If the member has not submitted to the required examination within the 30-day limit, the unit will follow the procedures stated in Compliance Measures in this chapter.

Requirements for physical examinations are detailed in the Coast Guard Medical Manual, COMDTINST M6000.1(series).

**4.B.4**

***Failure of  
Officer to  
Earn Minimum  
Required  
Retirement  
Points***

Officers in the Ready Reserve or Standby Reserve (Active Status) who fail to earn the minimum 50 retirement points for satisfactory federal service will normally be processed for removal from an active status.

**Section B**

**FAILURE TO PARTICIPATE**



**Section C**  
**ASSIGNMENTS**

**Section Overview**

**Introduction**     This section provides information on assignments.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
4.C.1	Assignment to Units within the ISC AOR	4-C-2
4.C.2	Affiliation of USPHSR Officers	4-C-2
4.C.3	Limitations on Assignment of Pregnant Reservists	4-C-2
4.C.4	Assignment to Inter-Service Training Units	4-C-3
4.C.5	Assignment of Personnel upon Separation from AD	4-C-3
4.C.6	Failure to Report IAW Orders	4-C-4
4.C.7	Senior Reserve Enlisted & Officer Career Paths & Roles Under Team Coast Guard	4-C-4

## **Section C**

### **ASSIGNMENTS**

#### **4.C.1**

##### **Assignment to Units Within the ISC AOR**

The servicing ISC(pf) should assign reservists to the unit closest to their permanent home address that has an appropriate vacant RPAL billet (see COMDTINST 5320.1). If no unit is available within a reasonable commuting distance, obligated reservists may be placed in TRA/PAY CAT E.

#### **4.C.2**

##### **Affiliation of USPHSR Officers**

Officers of the U. S. Public Health Service Reserve may be authorized to affiliate with units, in a non-pay status, with the approval of the servicing ISC(pf) and the Office of Personnel, U. S. Public Health Service, Washington, D.C. If the servicing ISC(pf) approves the request of an officer of the USPHSR to affiliate with a unit, advise the officer, in writing, that:

- a. The request for affiliation is approved subject to the issuance of permissive orders (personnel order) by the Office of Personnel, U. S. Public Health Service, Washington, D.C..
- b. Any duty performed will be in a non-pay status, with no retirement points or medical benefits accruing from such service, and the wearing of the U. S. Public Health Service uniform will be required while attending drill.
- c. Upon receipt of permissive orders, a certified copy is to be forwarded to the servicing ISC(pf) who will then issue orders of affiliation with the unit and that the orders will be for an indefinite period and will commence on the date of the first drill scheduled after their issuance.
- d. Upon receipt of a certified copy of the approval of affiliation by the U. S. Public Health Service, the servicing ISC(pf) shall issue affiliation orders.

#### **4.C.3**

##### **Limitations on Assignment of Pregnant Reservists**

COMDTINST 1900.9 (series) "Pregnancy in the Coast Guard" contains policy concerning the assignment of pregnant reservists.

## Section C ASSIGNMENTS

### 4.C.4

**Assignment to Inter-Service Training Units** Assignment to inter-service training units (ISTUs) is normally limited to members living overseas. ISTUs consist of reservists from various service components. Assignment of Coast Guard reservists is limited to circumstances where there is no Coast Guard unit available, the member cannot meet drill obligations through any other means (i.e., TRA/PAY CAT E, grouping drills and ADT, etc.), and appropriate training for the member's grade and specialty is available. ISTUs are normally used for members residing overseas.

- a. Requests will be considered on a case-by-case basis as follows:
  - (1) An obligated reservist may be considered in a pay or non-pay status.
  - (2) A non-obligated reservist may be considered in a non-pay status only.
- b. Requests for assignment to ISTUs should be forwarded to CGPC-rpm via the servicing ISC.

### 4.C.5

**Assignment of Personnel upon Separation from Active Duty** Members who are recommended for reenlistment will complete a Coast Guard Reserve Unit Assignment and Orders form (CG-5525), as described in the Personnel Manual (COMDTINST M1000.6). The CG-5525 shall be forwarded to the servicing ISC at least three months before separation. The CG-5525 will be used to assign the member to a unit or to the IRR. Once signed by the servicing ISC, this document becomes the member's official orders to the CG Reserve.

- a. The servicing ISC shall give every consideration to members' requests. Members have three assignment choices on the CG-5525:
  - (1) To immediately join a unit
  - (2) To join a unit after a brief delay
  - (3) Undecided
- b. Members with a SELRES obligation will be given the highest priority for assignment to a unit.

**Section C**  
**ASSIGNMENTS**

- c. Members with no SELRES obligation may, upon request, be assigned to:
  - (1) A unit, in a pay status, dependent upon availability of billets (SELRES).
  - (2) A unit, overbillet in a pay status, dependent upon overall SELRES strength (SELRES).
  - (3) A unit, in a non-pay status, (IRR), when a billet or overbillet is not available.
  - (4) The active status pool (IRR or Standby Reserve (active status)), when the member does not wish to drill.
- d. The servicing ISC will contact undecided members to provide further information and answer questions. These members will be assigned to the IRR until they request an assignment to a unit.
- e. The member's PERSRU will use the OPFAC provided by the servicing ISC on the CG-5525 to transfer the member to the appropriate unit or IRR. The PERSRU must receive the CG-5525 two months before the member's date of separation.

**4.C.6**

***Failure to  
Report JAW  
Orders***

Unit commanders shall notify the servicing ISC when reservists fail to report.

**4.C.7**

***Senior Reserve  
Enlisted &  
Officer Career  
Paths & Roles  
Under Team  
Coast Guard***

- a. Background: The integration of Coast Guard Reservists into the active duty command structure has eliminated traditional field level leadership roles for reserve officers and senior enlisted personnel (e.g., Reserve Unit MAA, Recruiting, AO, TO, XO, CO, GRUCOM). Those roles were well defined and well understood under the old reserve unit structure, but that structure is now disestablished. With it, the accustomed field level roles of senior members have disappeared.

**Section C**  
**ASSIGNMENTS**

- b. With integration, fewer senior reserve officers and senior enlisted personnel are needed at most field units. As in the active duty organization however, there is evolving a greater need for senior personnel at the District, MLC/ISC, Area, and Headquarters levels. The need in senior staffs will increase due to the downsizing and streamlining of the Coast Guard where the Districts, MLC/Areas, and Headquarters have fewer PAL billets to accomplish their oversight, planning, and control functions.
- c. Warrant Officer roles have not changed under Team Coast Guard. Warrant billets on the RPAL are all designated at the CWO4 level and reflect the use of a specialty. Depending on the specialty and command need, training opportunities and officer career development will mirror that of entry and mid-level commissioned officers.
- d. A generalized Senior Enlisted and Officer Career Path has been developed to provide members long range career guidance. It is provided here in chart form. A career path model, tied to RPAL billet requirements and available training opportunities, will result in individual and organizational success through the best utilization and integration of Reserve officers and senior enlisted personnel.

## Section C ASSIGNMENTS

ank/Years Training	Billet Non-Specialty Training	Correspondence Courses	Formal
ENS	O: Afloat/ashore OOD	SAR/LE Boarding Officer	SAR School:
TQM			U/W; AtoN
Leadership			
1-2 years	M: CDO; Foreign vessel inspection	M Introduction; PSS(o)	Marine
Safety Course	Instructor		
LTJG	O: Group/afloat/ashore OOD	SAR; MLE	Deck Watch
Officer PQS	Local		
3-4 years	PSU/HDCU	Admin Prep (TBD)	PSU/HDCU PQS
Workstation III			
Marine Safety	M: CDO; Foreign vessel inspection duty	MEP(o) Admin Prep	Various
	OLAM Mentor		
CG Admin/Mgt	O: RCC Controller	Advanced SAR	
Officer PQS	Sr Group/Afloat OOD/CDO	Planning	Deck Watch
	Public Affairs		
Incident Command System	Transition to M billets		
	Transition to Support billets		
TQM			
	PSU/HDCU		PSU/HDCU PQS
LT	M: Duty: CID/COP/CPD/IO	Planning	Various
Marine Safety			
5-11 years	Non supervisory 2nd tour in specialty		
	Transition to O billets		
	Transition to Support billets		
	Other Support:	Planning	
	Civil Engineer		
	Readiness, Legal, Support		
	Center Planning, etc.		
	O: RCC/GRU Alt Dept Head		
War and Staff Colleges			
	PSU/HDCU		PSU/HDCU PQS
Promotion Board			
LCDR	M: MSD Supervisor		Advanced
CID/COP/CPD Schools	Incident Command System		
12-17 years	Supervisory CID, COP, or		
TQM			
	CPD Tour/Alt Dept Head		
Contracting Officer			
	CID, COP, or CPD duty 1st and 2nd specialty		
	Other Support:		
	Planning/MDZ/ISC		
	SUPRTCEN/ISC Duty		
	AREA/MLC/District Staff Support		
	O: Alt XO/Deputy		
	Sr GRU Res Cmd Adv		
	M: Alt XO/Deputy		MSO CO/XO
Course	War & Staff Colleges		
	Sr MSO Res Comd Adv		
Promotion Board Duty			
CDR	Other Support: Force Management		
Incident Command System			
18-22 years	Senior SUPRTCEN/ISC Res Cmd Adv,		
TQM			
	Sr ISC Staff		
	Re/MDZ/CCGF Planning		
	AREA/MLC/ISC/Dist Staff Support		
	STARC, FEMA		
	Special Projects		
	TRANSCOM, HDCU, PSU (Command)		
CAPT	Senior AREA/MLC/District Staff Support,		Sr Res Off
Component (SROC)	War & Staff Colleges		
22+ years	Deputy CCGF		
Promotion Board	Duty		
	STARC, Pentagon		
	Inter-agency Liaison		
	TRANSCOM, HDCU (Command)		

## Section C ASSIGNMENTS

Rank/Years Training	Billet Non-Specialty Training	Correspondence  Courses	Formal
Development	Rating Specialty LAM	SAR/LE Boarding Officer	Navy Leader
CG Admin/Mgt.	Technical Support	MLE, PSS	Program
Public Affairs	Super/Team Leader		PQS
CPO (within 1 year)	Training Team Leaders Incident Command System		CPO Academy
Course	CIS, TQM, SAI TQM Training		OINC XPO
Workstation III	Alt XPO		
Instructor	OOD/JOOD		
	CPO, EWO, DWO Alt Division Chief		
ISC	Rating Specialty	Advanced SAR	PQS
	Technical Support		
Sr NCO Course			
SCPO	Silver Badge CEA		
Diversity	Alt XPO		
Workstation III	EEO Civil Rights		
TQM Training	ESO		
Mentoring Course	Rating Specialty		
Planning Course	Technical Support & Review		
MCPO			
ISC	Silver Badge CEA (Gold Badge is for RCEA - MCPO-Reserve)		

Section C

**ASSIGNMENTS**



## Chapter 5 RESERVE PROGRAMS

### **Chapter Overview**

**Introduction** As indicated in Chapter 1, each reservist has a Reserve Classification designation. Some of these classifications also designate formal recruitment and training programs. These programs prescribe enlistment and training requirements.

This chapter provides information on Reserve Programs. Additional information is in the CG Recruiting Manual, COMDTINST M1100.2 (series).

### **In this Chapter**

Section	Description	See Page
<b>A</b>	RP Program	5-A-1
<b>B</b>	RY Program	5-B-1
<b>C</b>	RK Program	5-C-1
<b>D</b>	RX Program	5-D-1
<b>E</b>	RM Program	5-E-1
<b>F</b>	Other Programs	5-F-1

Chapter 5

RESERVE PROGRAMS

**Section A**  
**RP PROGRAM**

***Section Overview***

**Introduction**      This section provides information on the RP Program.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
5.A.1	Overview	5-A-2
5.A.2	Training Process Flowchart	5-A-2

## **RP PROGRAM**

### **5.A.1**

#### **Overview**

- a. The RP Program is designed to recruit and train non-prior service members, age 17 through 27, who are available for approximately six consecutive months to complete IADT. IADT for RP members includes:
  - (1) Recruit training.
  - (2) Leave.
  - (3) Completion of class A school.
- b. After IADT RPs report to their unit and assume SELRES drill/ADT-AT status. Members pending promotions to E-4 shall be tracked by the unit.
- c. RPs incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of military obligation may be served in another status.
- d. Specific procedures for the RP program IADT are contained in the CG Recruiting Manual, COMDTINST M1100.2 (series).

### **5.A.1**

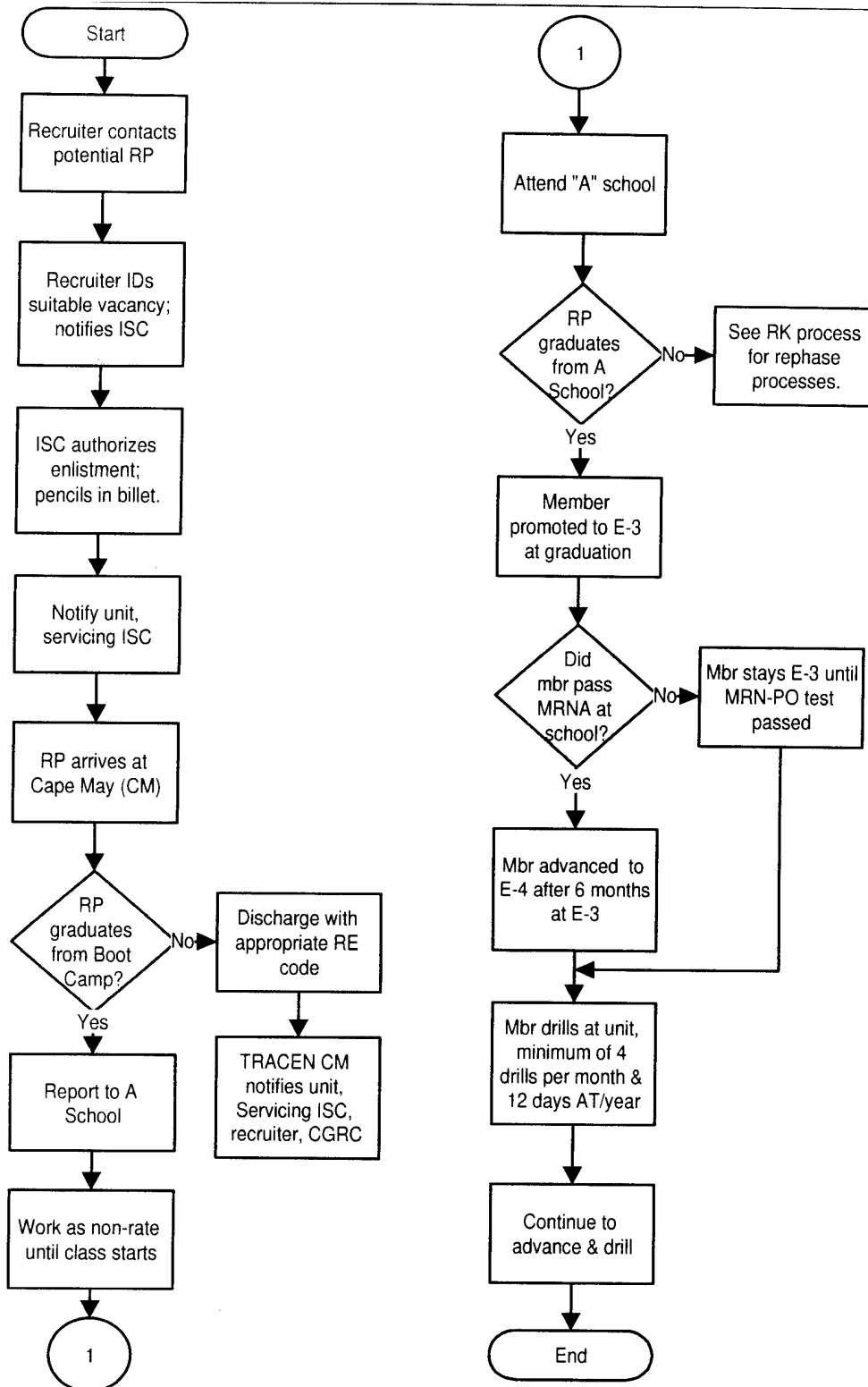
#### **Training**

#### **Process**

#### **Flowchart**

The flowchart on the following page outlines the RP training process.

Section A  
RP PROGRAM



Section A

RP PROGRAM

## **Section B**

### **RY PROGRAM**

#### ***Section Overview***

***Introduction*** This section provides information on the RY Program.

#### ***In this Section***

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
5.B.1	Overview	5-B-2
5.B.2	Training Process Flowchart	5-B-2

**Section B**  
**RY PROGRAM**

**5.B.1**

**Overview**

- a. RY is a general program designed to recruit and train non-prior service members, age 18 through 27. There is no guarantee of class A school. The program consists of a minimum of 12 weeks of IADT which includes:
  - (1) Recruit training
  - (2) On-the-job training (OJT)
- b. RYs may request class A school as part of IADT or any time during the first three years of enlistment. Assignment to a school is based on service needs, and funding and quota availability.
- c. The OJT period shall be 30 consecutive days commencing the day the RY arrives at the OJT site. The 30 days shall not include any time taken as leave. Duty shall be performed at the RY's unit or at a unit with a similar mission.
- d. RYs must complete performance qualifications and correspondence courses for E-3 within one year of release from IADT. Requests for extensions to the one-year deadline should be submitted to the servicing ISC via the chain of command.

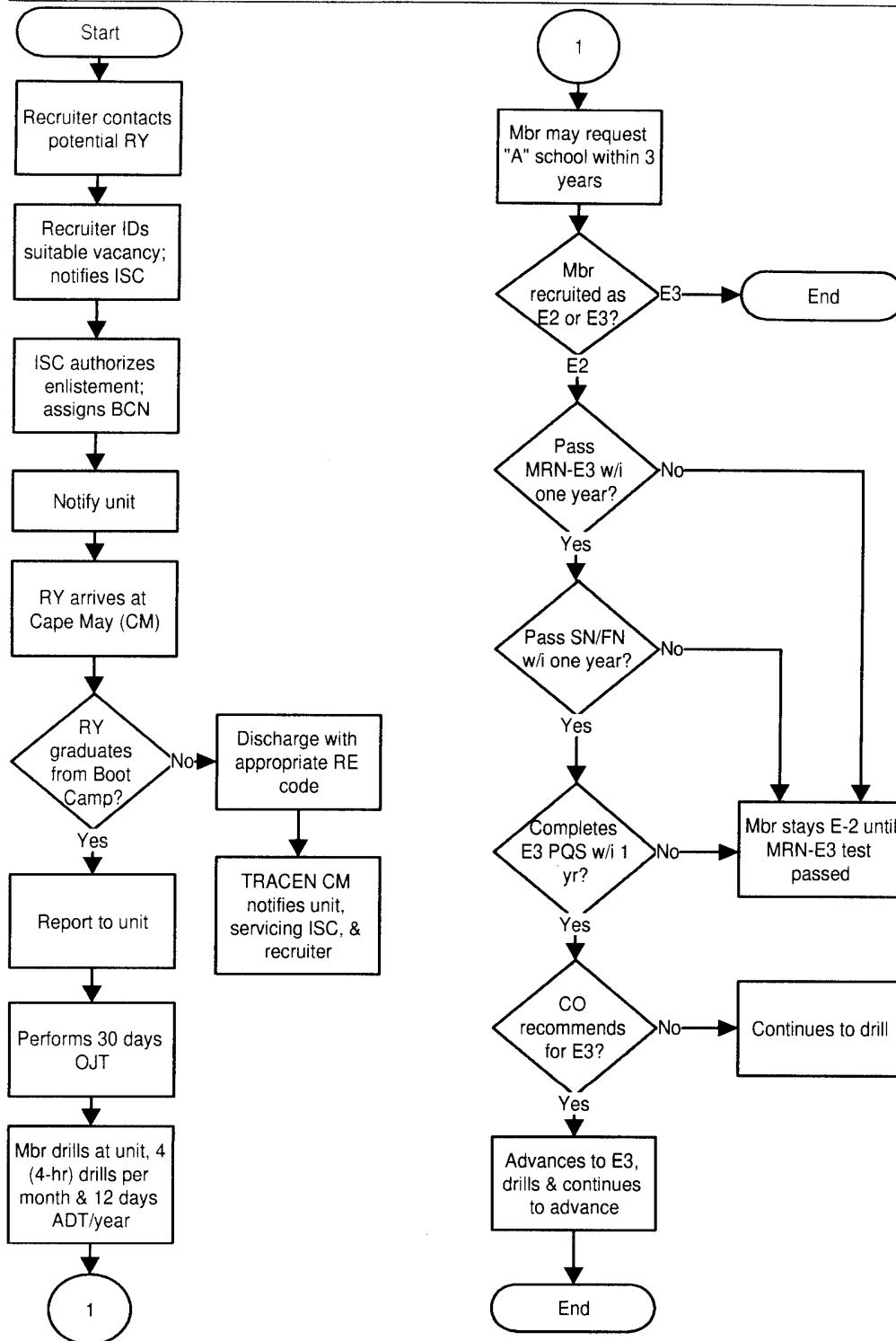
**5.B.2**

**Training  
Process  
Flowchart**

The flowchart on the following page outlines the RY training process.



**Section B  
RY PROGRAM**



Section B

RY PROGRAM

**Section C**  
**RK PROGRAM**

**Section Overview**

**Introduction** This section provides information on the RK Program.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
5.C.1	Overview	5-C-2
5.C.2	Training Process Flowchart	5-C-2

**Section C**  
**RK PROGRAM**

**Section Overview**

**Introduction**      This section provides information on the RK Program.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
5.C.1	Overview	5-C-2
5.C.2	Training Process Flowchart	5-C-2

**Section C**  
**RK PROGRAM**

**5.C.1**

**Overview**

- a. The RK program is designed to recruit non-prior service, full-time students, ages 17 through 27, into a split-phase active duty training program. The program's IADT consists of:

- (1) Recruit training (Phase I)
- (2) Interphase period
- (3) Class A school (Phase II)

b. **Phase I**

Phase I begins within 180 days of enlistment and consists of recruit training, normally 8-10 weeks. Phase I may begin anytime but is normally scheduled in the summer. Failure to complete Phase I will generally result in discharge. RKs in Phase I are placed in TRA/PAY CAT F.

c. **Interphase**

Interphase is the period between successful completion of Phase I and beginning of Phase II. Members are required to drill at their unit an average of four drills per month (for a maximum of 48 paid drills per anniversary year) over the duration of the interphase period. RKs in interphase are placed in TRA/PAY/CAT A.

d. **Phase II**

Phase II consists of attendance at Class A School or OJT. RKs in Phase II are placed in TRA/PAY CAT F. It is generally performed during the summer after recruit training. RKs are normally released from active duty and returned to their unit upon completion of Phase II duty.

If the RK is rephased and unable to complete the school due to a prior documented educational commitment, they are rescheduled for Phase II the following summer. RKs who fail class "A" school are returned to their unit with no further IADT (Phase II is complete).

**Note:** The importance of non-rated advancement cannot be overemphasized. RKs often report from IADT needing only time in grade for advancement. It is the responsibility of each unit commanding officer to track and effect these advancements.

**Section C**  
**RK PROGRAM**

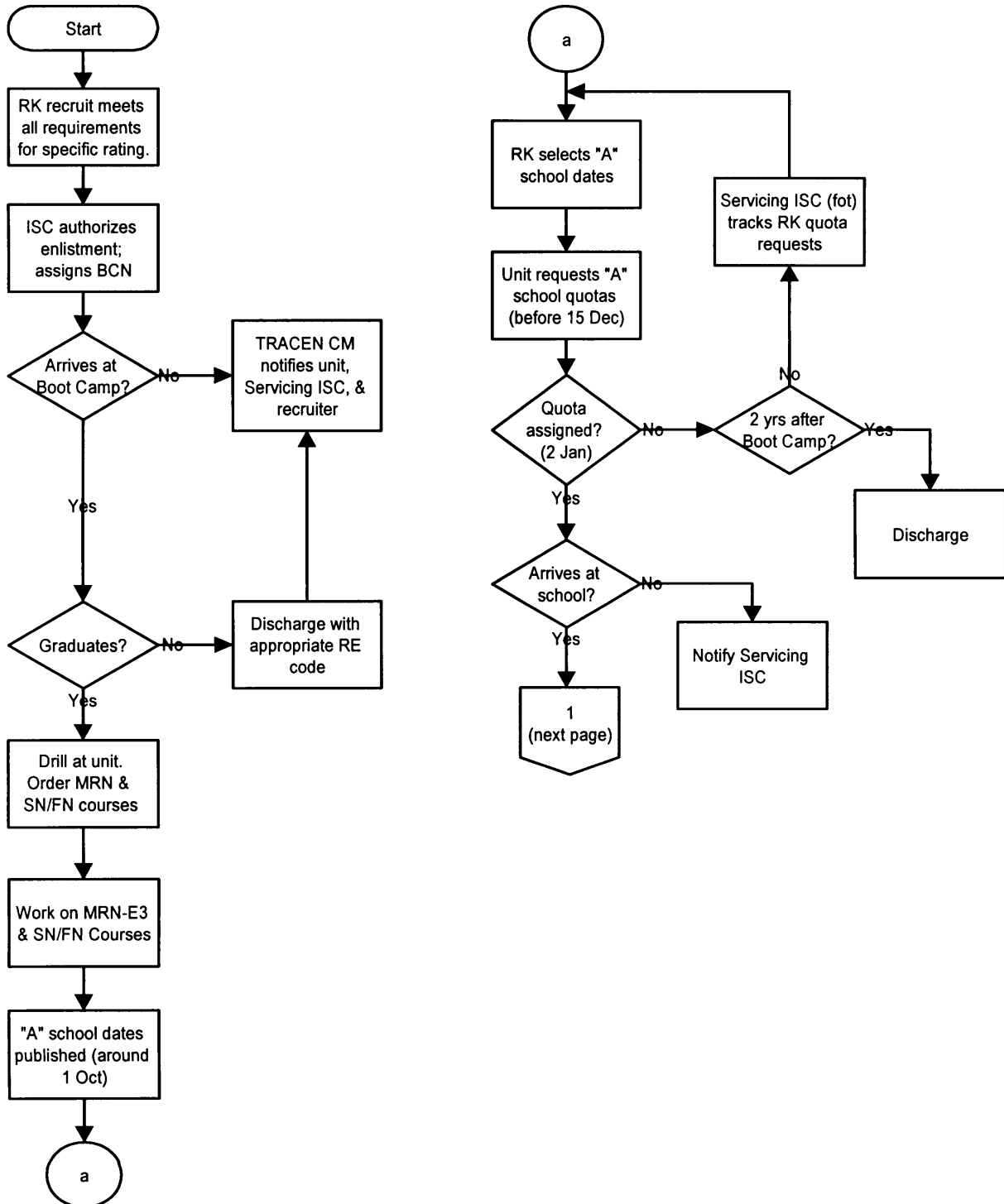
**5.C.2**

***Training  
Process***

The flowchart on the following pages outlines the RK Training Process.

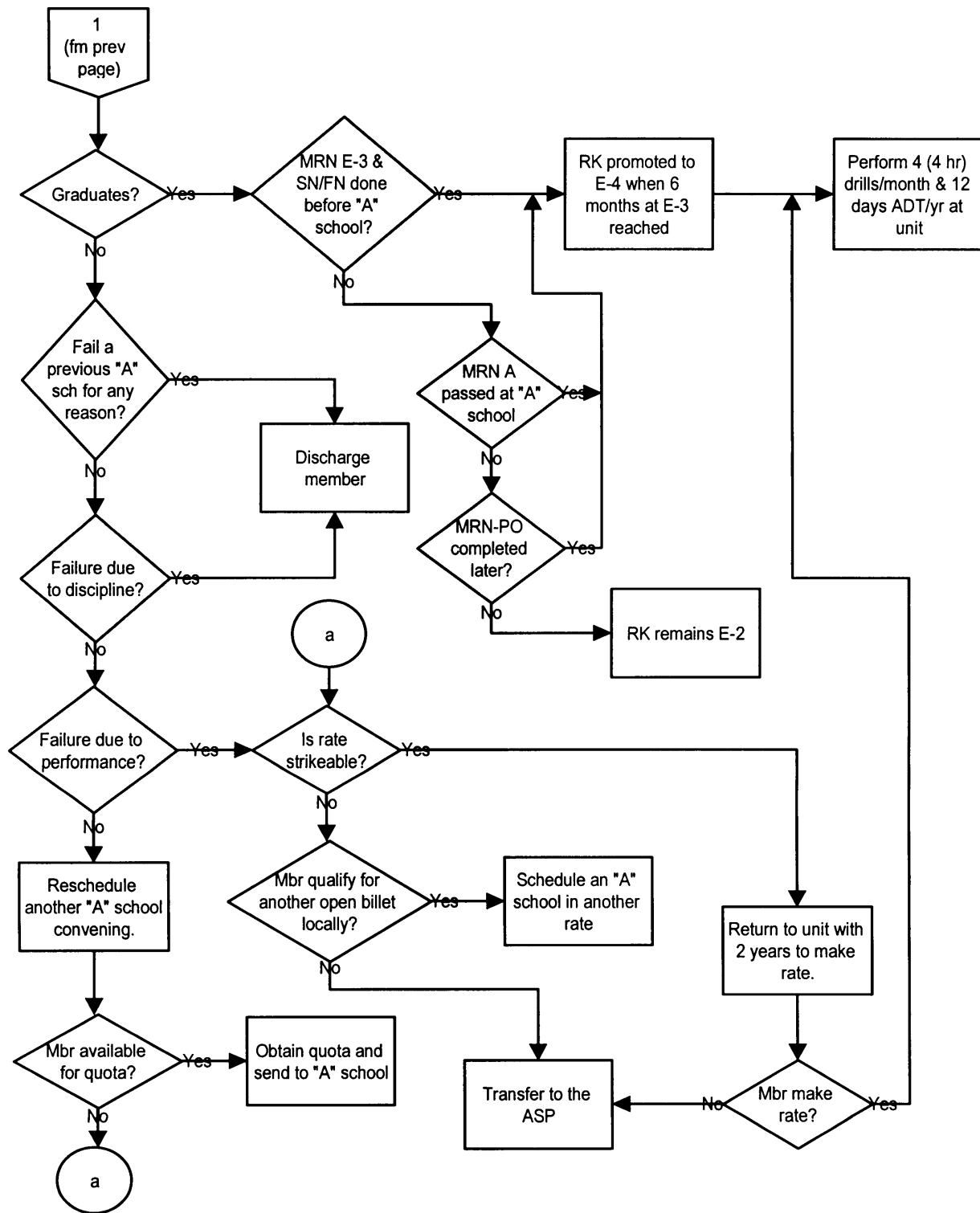
***Flowchart*** |

Section C  
RK PROGRAM



RK Program Flow Chart

Section C  
RK PROGRAM



RK Program Flow Chart (Cont)



Section C  
RK PROGRAM

**Section D**  
**RX PROGRAM**

**Section Overview**

**Introduction** This section provides information on the RX Program.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
5.D.1	Overview	5-D-2
5.D.2	Training Process Flowchart	5-D-3

**Section D**  
**RX PROGRAM**

**5.D.1**

**Overview**

- a. The RX Program is designed to recruit and train non-prior service applicants who are at least 26 years of age (but under 35) and possess skills that will qualify them for enlistment as E-4 (or E-5).
- b. RXs must complete the two-week Reserve Enlisted Basic Indoctrination (REBI) course before reporting to a unit. REBI is the member's first ADT-AT period and satisfies the IADT requirement. Upon enlistment, they shall be ordered home awaiting orders until a quota has been obtained to attend REBI.
- c. Other Notes:
  - (1) Students are issued uniforms at REBI.
  - (2) The Basic Swim Test is administered to identify students who cannot meet minimum Coast Guard standards. REBI does not teach basic swimming skills required by the Performance Qualification Skills (PQS) of the Enlisted Qualifications Manual (COMDTINST M1414.8 (series)).
    - (a) Training Center Cape May shall record whether students satisfy the basic swimming requirements of the Enlisted Qualifications Manual. Students shall not be forced to take qualifying tests; however, refusals shall be noted as a failure.
    - (b) Members who fail the Basic Swim Test will be discharged.
- d. Action:
  - (1) Recruiting offices shall obtain REBI quota through the Coast Guard Recruiting Center and the servicing ISC shall issue orders for members to attend REBI.
  - (2) Training Center Cape May shall notify the servicing ISC of students who do not successfully complete REBI.

**Section D**  
**RX PROGRAM**

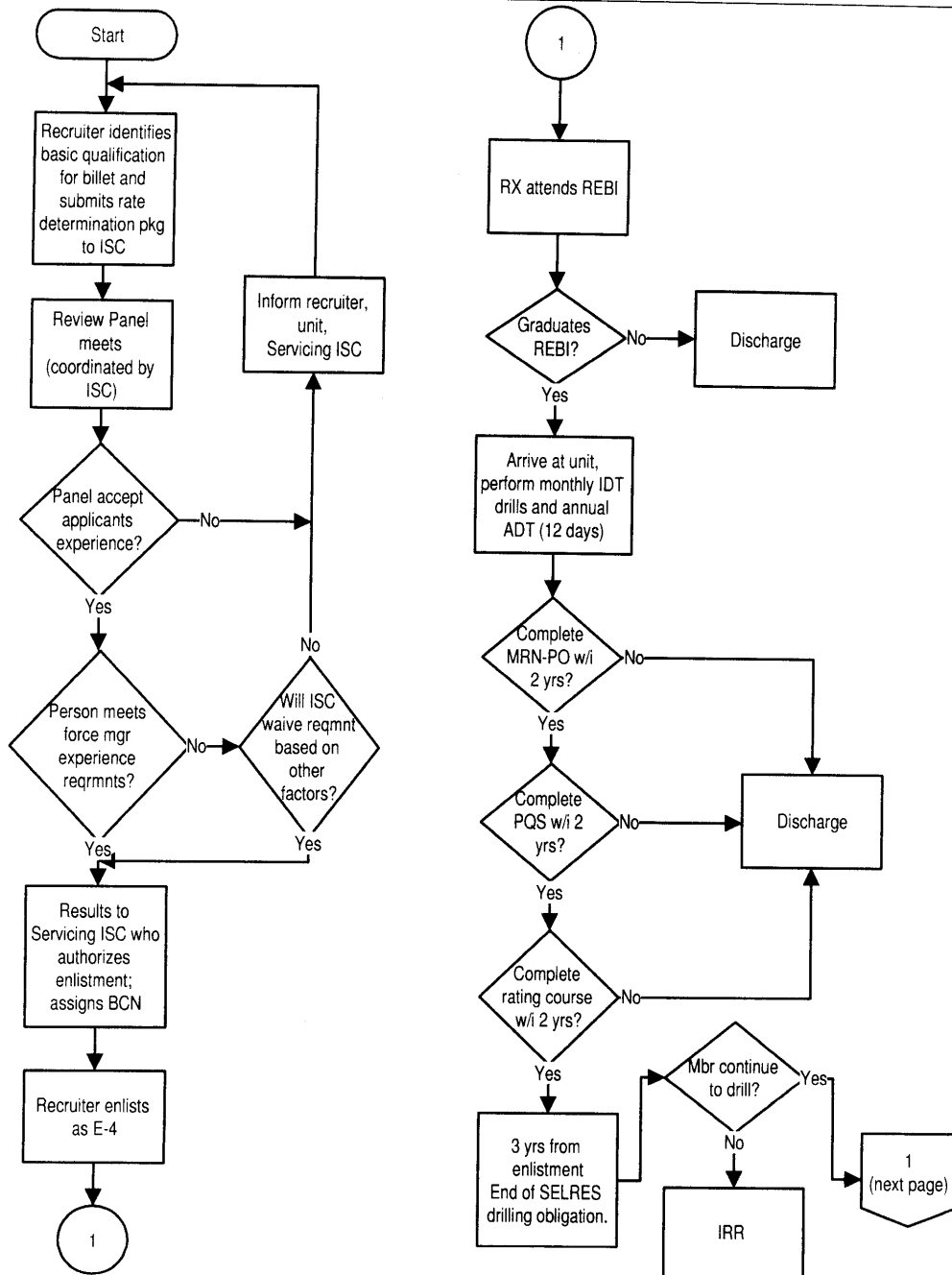
- e. The second ADT-AT period for RX reservists should be directed towards completion of all performance qualifications for the rate and rating. The RX must complete the appropriate rating correspondence courses within the first two years after reporting to their first unit. For example, a member recruited as an GM3 must complete MRN-E4 and GM3 correspondence course.

**5.D.2**

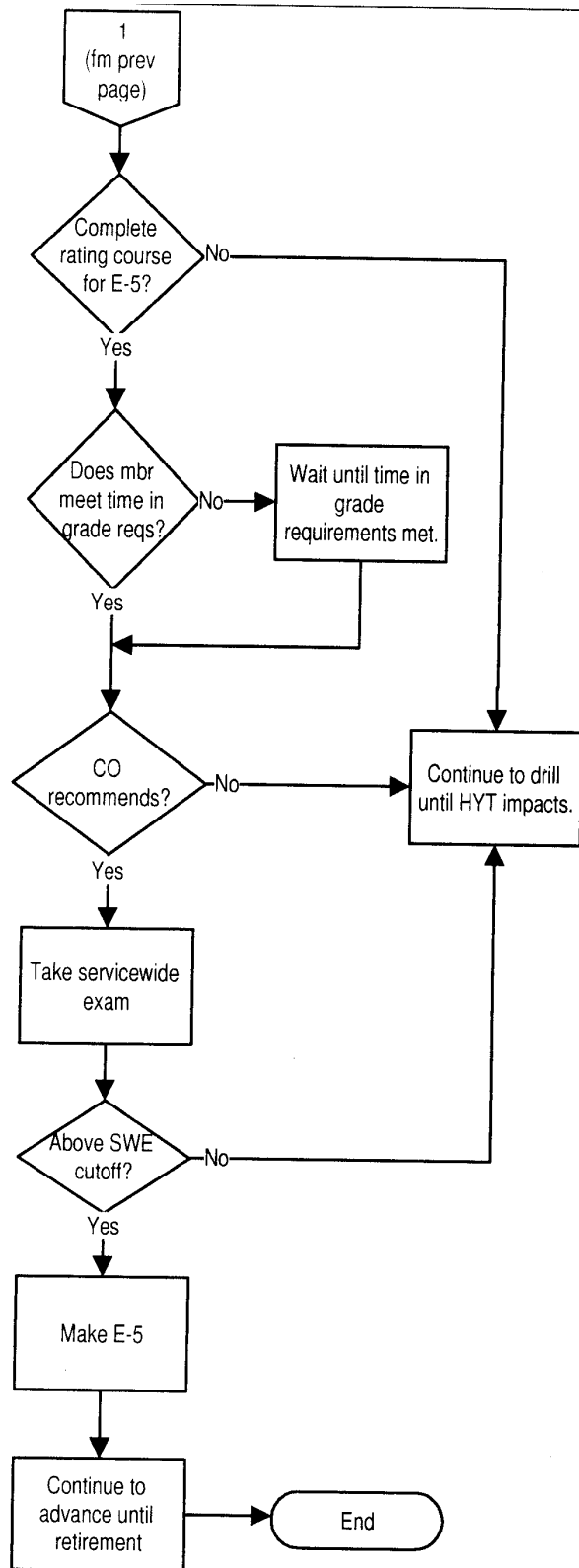
***Training  
Process  
Flowchart***

The flowchart on the following page outlines the RX Training Process.

Section D  
RX PROGRAM



Section D  
RX PROGRAM



Section D  
RX PROGRAM

**Section E**  
**RM PROGRAM**

**Section Overview**

**Introduction** This section provides information on the RM Program.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
5.E.1	Overview	5-E-2
5.E.2	Training Process Flowchart	5-E-2



**Section E**  
**RM PROGRAM**

**5.E.1**

**Overview**

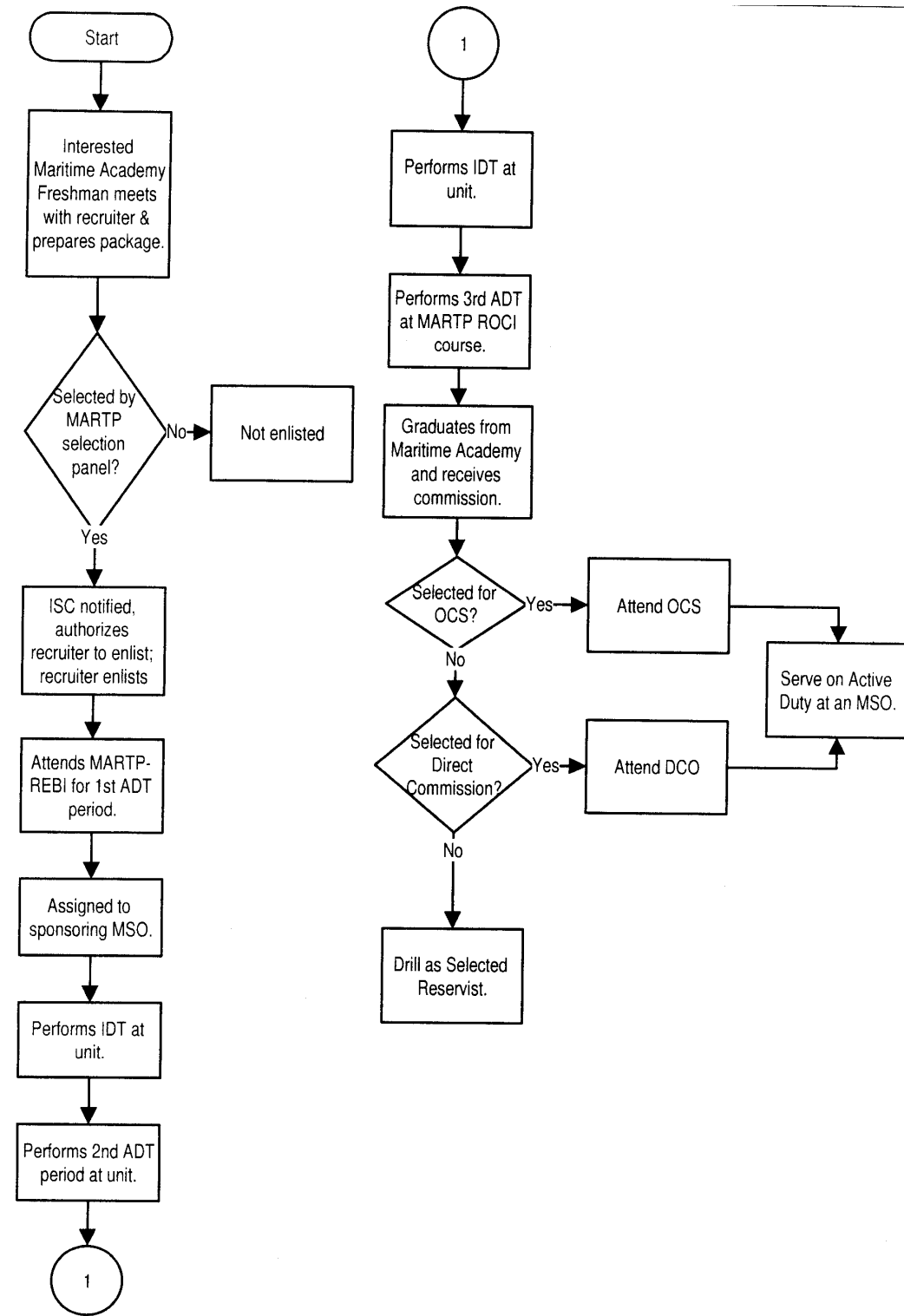
- a. The RM Program is a Marine Safety Program designed to recruit freshman and sophomore students at the California Maritime Academy, Great Lakes Maritime Academy, State University of New York Maritime College, Massachusetts Maritime Academy, Maine Maritime Academy, and Texas A & M University at Galveston. The program is detailed in COMDTINST 1121.22 (series). This program has undergone significant revision in 1997.
- b. RM reservists complete IADT when all requirements for the receipt of a Reserve commission have been completed (successful completion of the MARTP program, graduation from their academy, and Third Mate, Third Assistant Engineer or 1600 ton license. IADT is conducted in three phases:
  - (1) Phase I is attending the MARTP-REBI course on ADT-AT.
  - (2) Phase II is performing an ADT-AT period at their unit.
  - (3) Phase III is attending the MARTP-ROCI course on ADT-AT.
- c. Upon the issuance of a reserve commission, MARTP graduates are encouraged to apply for active duty via various officer accession programs. If the member does not successfully complete MARTP, or receives a commission but does not choose to go on active duty, they serve the remainder of their obligation in the SELRES and IRR as appropriate.

**5.E.2**

**Training  
Process  
Flowchart**

The flowchart on the following page outlines the RM Training Process.

**Section E**  
**RM PROGRAM**



Section E  
RM PROGRAM

**Section F**  
**OTHER PROGRAMS**

**Section Overview**

**Introduction**      This section provides information on other Reserve Programs.

**In this Section**

<b>Para</b>	<b>Topic</b>	<b>See Page</b>
5.F.1	RL Program	5-F-2
5.F.2	RJ Program	5-F-2
5.F.3	RN Program	5-F-2
5.F.4	RQ Program	5-F-2

**Section F**  
**OTHER PROGRAMS**

**5.F.1**

***RL Program***

- a. The RL program was previously used as a probationary status to identify former RPs and RKs who failed to complete class "A" school. No new assignments to the RL class are authorized. RPs and RKs who fail to complete class A school shall retain their existing designation.
- b. Records of personnel currently assigned to the RL program should be reviewed by the servicing ISC(pf) and personnel reassigned to the appropriate category.

**5.F.2**

***RJ Program***

The RJ Program is for prior service (Coast Guard) E-3 and above with remaining military obligation. RJs may attend class A school if funding and quotas are available. To qualify for entry as an RJ , an individual must:

- a. Be under age 27.
- b. Be eligible for enlistment.

**5.F.3**

***RN Program***

The RN Program is for prior service (other than Coast Guard) E-3 and above with remaining military obligation. RNs may attend class A school if funding and quotas are available. To qualify for entry as an RN , an individual must:

- a. Be under age 30 for prior E-3, or under age 40 for prior E-4 and above,
- b. Be eligible for enlistment,
- c. Be approved by an ISC panel, and
- d. Attend REBI.

**5.F.4**

***RQ Program***

The RQ Program is for prior service E-3 and above with no remaining military obligation. RQs with prior Coast Guard service must meet the age and enlistment requirements of the RN program, and they must attend REBI if they have not actively participated in the Coast Guard for more than 5 years. RQs with other prior service must meet all the same requirements as the RN program.

## Chapter 6

### QUALIFICATIONS

#### *Chapter Overview*

**Introduction** This chapter provides information on Officer Experience Indicators, Enlisted Qualifications, and other Officer and Enlisted Qualifications.

#### *In this Chapter*

Section	Description	See Page
A	Officer Experience Indicators	6-A-1
B	Enlisted Qualifications	6-B-1
C	Other Qualifications	6-C-1

Chapter 6  
QUALIFICATIONS

**Section A**  
**OFFICER EXPERIENCE INDICATORS**

**Section Overview**

**Introduction** This section will provide information on Officer Experience Indicators.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
6.A.1	Definition	6-A-2
6.A.2	Structure of Officer Experience Code	6-A-2
6.A.3	Civilian Occupation Code	6-A-3



**Section A**  
**OFFICER EXPERIENCE INDICATORS**

**Section Overview**

**Introduction**      This section will provide information on Officer Experience Indicators.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
6.A.1	Definition	6-A-2
6.A.2	Structure of Officer Experience Code	6-A-2

**Section A**  
**OFFICER EXPERIENCE INDICATORS**

**6.A.1**

**Definition**

Since 1997, Reserve Officers have been assigned an experience indicator code consistent with the process used for active duty officers in PAL billets. Officer Experience Indicators are used by assignment officers (detailers). Commanding officers shall ensure that assigned reservists are afforded opportunities to obtain experience in the full spectrum of duties required by officers in that specialty. A broad spectrum of experience is necessary for promotion opportunity.

Pre-1997 System  
Eight digit code - last two digits  
experience  
signify civilian experience

Post 1997 System  
Eight digit (military)  
code.  
(Civilian occupation codes are  
listed in 6-D.)|&end\_TA&|

**6.A.2**

**Structure of  
Officer  
Experience  
Code**

The Officer Experience Indicator is an eight digit code that identifies general military experience:

a. The structure of the code is as follows:

- (1) **1st and 2nd digits:** The officer's primary occupational field. A primary occupational field is assigned when an officer completes resident training (normally graduate school) and when that officer is required to fill a billet using that resident training. Officers not having completed resident training or completing a general degree program such as an MBA will have a primary occupational field of 00, 10, 20, 30, 40, 50, 60, 70, 80, or 90, as appropriate. Warrant-to-lieutenants may be assigned a more specific primary occupational field.
- (2) **3rd and 4th digits:** The first two digits of the OBC (for active duty officers) or the RPAL OBC occupation code (for Reserve officers) to which the officer is currently assigned.
- (3) **5th and 6th digits:** The first two digits of the OBC (for active duty officers) or the RPAL OBC occupation code (for Reserve officers) to which the officer was last assigned.
- (4) **7th digit:** The officer's most recent experience in an operational ashore field unit (e.g., station, group, air station, MSO, etc.)
- (5) **8th digit:** The officer's most recent experience afloat.

**Section A**  
**OFFICER EXPERIENCE INDICATORS**

***Examples for 7th and 8th digits:***

Admin officer of a reserve unit: 00 (reserve unit is not an operational unit)

As an Ensign was once assigned to a cutter, since then has been ashore and is now a LCDR at an MSO: 11

Acting XO of the MSO when the XO is on leave: consider 60

The key thing to remember is that these codes are there to assist assignment officers in making future assignments. They don't influence anything else.

- b. Experience indicators are assigned by Reserve officer assignment officers to help track individuals with specialized training and to facilitate statistical data collection. The codes are normally updated by assignment officers when orders are issued. The codes are included in the Register of Reserve Officers for general interest, and as a means of verifying the accuracy of the data.
- c. Requests for change in primary occupational field shall be made by submitting Form CG-5030, Correction of Register of Reserve Officers of the U. S. Coast Guard, to the servicing ISC(pf) with documentation showing the completion of a post-graduate degree.

**Section A**  
**OFFICER EXPERIENCE INDICATORS**

**Section A**  
**OFFICER EXPERIENCE INDICATORS**

**Professional, Technical, and Managerial Occupations**

01XXXX Architecture, engineering, and surveying  
02XXXX Mathematics and physical sciences  
04XXXX Life Sciences  
05XXXX Social sciences  
07XXXX Medicine and health  
09XXXX Education  
10XXXX Museum, library, and archival sciences  
12XXXX Religion and theology  
13XXXX Writing  
14XXXX Art  
15XXXX Entertainment and recreation  
16XXXX Administrative specializations  
18XXXX Managers and officials, not elsewhere contained (n.e.c.)  
19XXXX Miscellaneous professional, technical, and managerial occupations

**Clerical and Sales Occupations**

20XXXX Stenography, typing, filing, and related occupations  
21XXXX Computing and account recording  
22XXXX Production and stock clerks and related occupations  
23XXXX Information and message distribution  
24XXXX Miscellaneous clerical occupations  
25XXXX Sales, services  
26XXXX Sales, consumable commodities  
27XXXX Sales, commodities, n.e.c.  
29XXXX Miscellaneous sales occupations

**Service Occupations**

30XXXX Domestic service  
31XXXX Food and beverage preparation and service  
32XXXX Lodging and related services  
33XXXX Barbering, cosmetology, and related services  
34XXXX Amusement and recreation services  
35XXXX Miscellaneous personal services  
36XXXX Apparel and furnishing services  
37XXXX Protective services  
38XXXX Building and related services

**Section A**  
**OFFICER EXPERIENCE INDICATORS**

**Agricultural, Fishery, Forestry, and Related Occupation**

- 40XXXX** Plant farming
- 41XXXX** Animal farming
- 42XXXX** Miscellaneous agriculture and related occupation
- 44XXXX** Fishery and related occupations
- 45XXXX** Forestry occupations
- 46XXXX** Hunting, trapping, and related occupations

**Processing Occupations**

- 50XXXX** Processing of metal
- 51XXXX** Ore refining and foundry occupations
- 52XXXX** Processing food, tobacco, and related products
- 53XXXX** Processing paper and related materials
- 54XXXX** Processing petroleum, coal, natural and manufactured gas, and related products
- 55XXXX** Processing chemicals, plastics, synthetics, rubber, paint, and related products
- 56XXXX** Processing wood and wood products
- 57XXXX** Processing stone, clay, glass, and related products
- 58XXXX** Processing leather, textiles, and related products
- 59XXXX** Processing occupations n.e.c.

**Machine Trades Occupations**

- 60XXXX** Metal machining
- 61XXXX** Metal working
- 62XXXX/63XXXX** Mechanics and machinery repairers
- 64XXXX** Paperworking
- 65XXXX** Printing
- 66XXXX** Wood machining
- 67XXXX** Machining stone, clay, glass, and related materials
- 68XXXX** Textiles
- 69XXXX** Machine trades occupations n.e.c.

**Section A**  
**OFFICER EXPERIENCE INDICATORS**

**Bench work Occupations**

- 70XXXX Fabrication, assembly, and repair of metal products n.e.c.
- 71XXXX Fabrication and repair of scientific, medical, photographic, optical, horological, and related products
- 72XXXX Assembly and repair of electrical equipment
- 73XXXX Fabrication and repair of products made of assorted materials
- 74XXXX Painting, decorating, and related occupations
- 75XXXX Fabrication and repair of plastics, synthetics, rubber, and related products
- 76XXXX Fabrication and repair of wood products
- 77XXXX Fabrication and repair of sand, stone, clay, and glass
- 78XXXX Fabrication and repair of textiles, leather, and related products
- 79XXXX Bench work occupations n.e.c.

**Structural Work Occupations**

- 80XXXX Metal fabricating n.e.c.
- 81XXXX Welders, cutters, and related occupations
- 82XXXX Electrical assembling, installing, and repairing
- 84XXXX Painting, plastering, waterproofing, cementing, and related occupations
- 85XXXX Excavating, grading, paving, and related occupations
- 86XXXX Construction occupations n.e.c.
- 89XXXX Structural work occupations n.e.c.

**Miscellaneous Occupations**

- 90XXXX Motor freight
- 91XXXX Transportation n.e.c.
- 92XXXX Packaging and material handling
- 93XXXX Extraction of minerals
- 95XXXX Production and distribution of utilities
- 96XXXX Amusement, recreation, motion picture, radio and television n.e.c.
- 97XXXX Graphic art work

**Section B**  
**ENLISTED QUALIFICATIONS**

**Section Overview**

**Introduction** This section provides information on enlisted qualification codes.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
6.B.1	General	6-B-2
6.B.2	Assignment	6-B-2
6.B.3	Removing from Record	6-B-2
6.B.4	Service Record Entries	6-B-2



**Section B**  
**ENLISTED QUALIFICATIONS**

**6.B.1**

**General**

The Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series), contains the enlisted qualification codes and associated requirements.

- a. Qualification codes identify special skills in addition to rating skills which individuals have obtained.
- b. RPAL billets are identified by rate, rating, and qualification code.
- c. Appropriate formal training and augmentation training activity must be performed to provide the best possible match of a reservist to an RPAL billet.

**6.B.2**

**Assignment**

The requirements and procedures for assignment and removal of qualification codes, contained the Enlisted Qualification Codes Manual COMDTINST 1414.9 (series), apply to reservists. The commanding officer may grant waivers to reservists who cannot meet exact requirements for a qualification code and who request authority to substitute comparable training or experience for the requirements. Such requests must contain documentation that describes the comparable military or civilian training or experience.

**6.B.3**

**Removing from  
Record**

Unit commanders may repeal a qualification letter for cause, however, removing qualification codes from an individual's record is extremely rare and shall occur only:

- a. When a qualification code is deleted from the Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).
- b. When the unit commander determines a member is no longer qualified to hold a specific qualification code due to a demonstrated lack of knowledge or ability. Notification to the servicing PERSRU and servicing ISC(pf) is required and shall include supporting documentation.

**6.B.4**

**Service Record  
Entries**

Assignment and cancellation of qualification codes shall be reported per the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

**Section C**  
**OTHER QUALIFICATIONS**

**Section Overview**

**Introduction** This section provides information on other qualifications.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
6.C.1	Officer	6-C-2
6.C.2	Enlisted	6-C-2

**Section C**  
**OTHER QUALIFICATIONS**

**6.C.1**

***Officer***

Reserve officers are eligible for qualification insignia (e.g., command ashore) per the Personnel Manual, COMDTINST M1000.6 (series).

**6.C.2**

***Enlisted***

Reserve enlisted personnel are eligible for qualification (e.g., coxswain) insignia per the Personnel Manual, COMDTINST M1000.6 (series).

**Section D**  
**CIVILIAN OCCUPATION CODES**

***Section Overview***

***Introduction***      This section will provide information on Civilian Occupation Codes.

***In this Section***

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
6.D.1	Civilian Occupation Codes	6-D-2

**Section D**  
**CIVILIAN OCCUPATION CODES**

**6.D.1**  
**Civilian**  
**Occupation**  
**Codes**

- a. Civilian Occupation codes provide information on general and specific civilian skills which may be of value to the Coast Guard. The code is required by law for Reserve Officers and by Coast Guard policy for enlisted personnel.
- b. The codes are obtained from the Department of Labor's publication *Dictionary of Occupational Titles* which is held by servicing ISCs. The first two digits of this six-digit code are listed on the following pages.

Note: Submit changes in writing to the servicing ISC. Include a detailed description of your civilian job. For example: I work for a trucking firm dispatching about 40 18-wheel trucks. The trucks pick up fresh produce in containerized vans for delivery to west coast ports. I also take customer orders and supervise an office staff of 4 persons. The proper code for this job would be 904383 (motor freight, tractor-trailer truck driver, any industry).

- c. The servicing ISC shall coordinate the entry of the code with the member's PERSRU. The code is entered using chapter 7 of the PMIS Forms Guide, Action Code R900, Element Code 03.

**Section D**  
**CIVILIAN OCCUPATION CODES**

**Professional, Technical, and Managerial Occupations**

01XXXX Architecture, engineering, and surveying  
02XXXX Mathematics and physical sciences  
04XXXX Life Sciences  
05XXXX Social sciences  
07XXXX Medicine and health  
09XXXX Education  
10XXXX Museum, library, and archival sciences  
12XXXX Religion and theology  
13XXXX Writing  
14XXXX Art  
15XXXX Entertainment and recreation  
16XXXX Administrative specializations  
18XXXX Managers and officials, not elsewhere contained  
          (n.e.c.)  
19XXXX Miscellaneous professional, technical, and  
          managerial occupations

**Clerical and Sales Occupations**

20XXXX Stenography, typing, filing, and related  
          occupations  
21XXXX Computing and account recording  
22XXXX Production and stock clerks and related  
          occupations  
23XXXX Information and message distribution  
24XXXX Miscellaneous clerical occupations  
25XXXX Sales, services  
26XXXX Sales, consumable commodities  
27XXXX Sales, commodities, n.e.c.  
29XXXX Miscellaneous sales occupations

**Service Occupations**

30XXXX Domestic service  
31XXXX Food and beverage preparation and service  
32XXXX Lodging and related services  
33XXXX Barbering, cosmetology, and related services  
34XXXX Amusement and recreation services  
35XXXX Miscellaneous personal services  
36XXXX Apparel and furnishing services  
37XXXX Protective services  
38XXXX Building and related services

**Section D**  
**CIVILIAN OCCUPATION CODES**

**Agricultural, Fishery, Forestry, and Related Occupation**

**40XXXX** Plant farming  
**41XXXX** Animal farming  
**42XXXX** Miscellaneous agriculture and related occupation  
**44XXXX** Fishery and related occupations  
**45XXXX** Forestry occupations  
**46XXXX** Hunting, trapping, and related occupations

**Processing Occupations**

**50XXXX** Processing of metal  
**51XXXX** Ore refining and foundry occupations  
**52XXXX** Processing food, tobacco, and related products  
**53XXXX** Processing paper and related materials  
**54XXXX** Processing petroleum, coal, natural and  
manufactured gas, and related products  
**55XXXX** Processing chemicals, plastics, synthetics,  
rubber, paint, and related products  
**56XXXX** Processing wood and wood products  
**57XXXX** Processing stone, clay, glass, and related  
products  
**58XXXX** Processing leather, textiles, and related  
products  
**59XXXX** Processing occupations n.e.c.

**Machine Trades Occupations**

**60XXXX** Metal machining  
**61XXXX** Metal working  
**62XXXX/63XXXX** Mechanics and machinery repairers  
**64XXXX** Paperworking  
**65XXXX** Printing  
**66XXXX** Wood machining  
**67XXXX** Machining stone, clay, glass, and related  
materials  
**68XXXX** Textiles  
**69XXXX** Machine trades occupations n.e.c.

**Section D**  
**CIVILIAN OCCUPATION CODES**

**Bench work Occupations**

70XXXX Fabrication, assembly, and repair of metal products n.e.c.  
71XXXX Fabrication and repair of scientific, medical, photographic, optical, horological, and related products  
72XXXX Assembly and repair of electrical equipment  
73XXXX Fabrication and repair of products made of assorted materials  
74XXXX Painting, decorating, and related occupations  
75XXXX Fabrication and repair of plastics, synthetics, rubber, and related products  
76XXXX Fabrication and repair of wood products  
77XXXX Fabrication and repair of sand, stone, clay, and glass  
78XXXX Fabrication and repair of textiles, leather, and related products  
79XXXX Bench work occupations n.e.c.

**Structural Work Occupations**

80XXXX Metal fabricating n.e.c.  
81XXXX Welders, cutters, and related occupations  
82XXXX Electrical assembling, installing, and repairing  
84XXXX Painting, plastering, waterproofing, cementing, and related occupations  
85XXXX Excavating, grading, paving, and related occupations  
86XXXX Construction occupations n.e.c.  
89XXXX Structural work occupations n.e.c.

**Miscellaneous Occupations**

90XXXX Motor freight  
91XXXX Transportation n.e.c.  
92XXXX Packaging and material handling  
93XXXX Extraction of minerals  
95XXXX Production and distribution of utilities  
96XXXX Amusement, recreation, motion picture, radio and television n.e.c.  
97XXXX Graphic art work



Section D  
CIVILIAN OCCUPATION CODES

**Chapter 7**  
**PROMOTIONS, ADVANCEMENTS, REDUCTIONS,**  
**CHANGES IN RATE AND STATUS**

**Chapter Overview**

**Introduction** This chapter provides information on promotions, advancements, reductions, and changes in rate and status. See the Coast Guard Personnel Manual, COMDTINST M 1000.6A (series) for additional information.

**In this Chapter**

<b>Section</b>	<b>Description</b>	<b>See Page</b>
<b>A</b>	Commissioned Officer	7-A-1
<b>B</b>	Chief Warrant Officer	7-B-1
<b>C</b>	Enlisted Personnel	7-C-1
<b>D</b>	SWE Procdeures	7-D-1
<b>E</b>	Casualties and Medical Benefits	7-E-1

## Chapter 7

### PROMOTIONS, ADVANCEMENTS, REDUCTIONS, CHANGES IN RATE AND STATUS

**Section A**  
**COMMISSIONED OFFICERS**

**Section Overview**

**Introduction** This section provides information on the regulations prescribed by the Secretary of Transportation per 10 U.S.C. and 14 U.S.C. These regulations apply to the promotion of Reserve officers, excluding commissioned warrant officers, who are not serving on extended active duty.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
7.A.1	General	7-A-2
7.A.2	Definitions	7-A-2
7.A.3	Inactive Duty Promotion List (IDPL)	7-A-2
7.A.4	Authorized Number	7-A-3
7.A.5	Assignment of Running Mates	7-A-4
7.A.6	Reassignment of a Running Mate	7-A-5
7.A.7	Selection and Promotion	7-A-6
7.A.8	Failure of Selection	7-A-7
7.A.9	Promotion Lists	7-A-10
7.A.10	Requirements for Promotion	7-A-10
7.A.11	Removal from a Promotion List	7-A-12
7.A.12	Declining or Failing to Act on Promotions	7-A-13
7.A.13	Failure to meet Promotion Criteria	7-A-13
7.A.14	Failure due to Removal from Active Status	7-A-14
7.A.15	Frocking	7-A-14

**Section A**  
**COMMISSIONED OFFICERS**

**7.A.1**

**General**

The authority for the selection, appointment and promotion of Reserve officers above chief warrant officer, who are not serving on active duty is contained in 10 U.S.C. and 14 U.S.C. All officers who meet minimum requirements as determined by the Secretary are eligible for consideration for promotion under the law. Retired Reserve officers recalled to active duty are not eligible for consideration of promotion (10 U.S.C. 12304).

**7.A.2**

**Definitions**

The following definitions apply to Reserve officer promotions:

- a. **Promotion Year:** For purposes of this section, **Promotion Year** means the period which commences on 1 July of each year and ends on 30 June of the following year. (14 U.S.C. 256a).
- b. **Date of Appointment:** The date when, all requirements for promotion having been completed, the Secretary exercises promotion authority. Pay allowances begin on the date of appointment in the grade to which an officer has been appointed, if in a pay status, and the insignia of the higher grade may be worn on that date (14 U.S.C. 736(c)) (see section on Frocking).
- c. **Date of Rank:** The date that determines the precedence of an officer on Inactive Duty Promotion List (IDPL) (14 U.S.C. 736(a)). (When a Reserve officer is promoted to the next higher grade, the same date of rank is assigned as assigned to the officer's running mate.)

**7.A.3**

**Inactive Duty  
Promotion List  
(IDPL)**

- a. The Commandant maintains a single lineal list of officers of the Coast Guard Reserve in an active status, the Inactive Duty Promotion List (IDPL).
  - (1) Officers are listed on the IDPL in order of seniority in the grades in which they are serving.
  - (2) Officers serving in the same grade are listed in order of their seniority in grade per 14 U.S.C. 725.
- b. A Reserve officer on active duty, other than for training, duty on a board, or duty of a limited or temporary nature, if assigned to active duty from an inactive duty status, shall not be eligible for consideration for promotion on the IDPL (14 U.S.C. 728(c)).

**Section A**  
**COMMISSIONED OFFICERS**

- (1) Reserve officers are placed on the IDPL unless they are serving on active duty pursuant to an active duty agreement, as provided in 14 U.S.C. 41a(a).
- (2) Reserve officers serving as a Reserve Program Administrator or on the Permanent Commissioned Teaching Staff of the Coast Guard Academy are not carded on the Active Duty Promotion List (ADPL) (14 U.S.C. 41a(a)).
- c. Persons appointed as officers in the Coast Guard Reserve are placed on the IDPL in order of their date of rank and seniority.
- d. Reserve officers rank and take precedence among themselves on the DPL with officers of the same grade on the ADPL, Reserve Program Administrators, and officers on the Permanent Commissioned Teaching Staff per their respective dates of rank. All officers who have the same date of rank shall take precedence as determined by the Secretary (14 U.S.C. 725(a)).
- e. Members appointed as a reserve officer may be assigned a date of rank and precedence which reflects that person's experience, education or other qualifications (14 U.S.C. 727). Chapter 1, Personnel Manual, COMDTINST M1000.6A (series), and various Commandant Instructions covering specific reserve officer commissioning programs contain the criteria for granting credit for date of rank and precedence.

**7.A.4**

**Authorized  
Number**

- a. The authorized number of commissioned officers, excluding chief warrant officers, in an active status shall not be exceeded unless the Secretary determines that more officers are needed for planned mobilization or unless an excess results directly from the operation of law.
- b. All reserve officers in an active status, including those serving on active duty and excluding those retained under 10 U.S.C. 12646, count against the total authorized number (10 U.S.C. 12646(c), 14 U.S.C. 724(a)).
- c. The authorized number shall not be exceeded except that when the number on board in a grade is less than the number authorized. The difference may be applied to increase the number authorized in a lower grade (14 U.S.C. 724(b)).

**Section A**  
**COMMISSIONED OFFICERS**

- d. Reserve officers on the Active Duty Promotion List and those designated as Reserve Program Administrators count against the total authorized number of commissioned officers in the CG Reserve.
  - (1) They count against the authorized grade distribution, however, only in the grade of entry onto active duty if promoted while serving on active duty.
  - (2) When promoted on active duty, these officers are considered to be extra numbers in the grade to which promoted for purposes of grade distribution.
  - (3) Upon release from active duty they are included in the grade distribution for their current grade (14 U.S.C. 728(a)).

**7.A.5**

***Assignment of  
Running Mates***

- a. Each reserve officer in an active status, not on the ADPL, is assigned a running mate.
  - (1) The officer initially assigned as a running mate is that officer on the ADPL of the same grade who is next senior in precedence to the reserve officer concerned.
  - (2) A reserve officer, not on the ADPL, who has twice failed of selection, or a captain who has been considered but has not been recommended for continuation under 14 U.S.C. 289 will not be assigned as a running mate. (14 U.S.C. 726(a))
- b. A reserve officer on the ADPL shall, to the extent practicable and consistent with limitations of 14 U.S.C. 726 and the section on reassignment of running mates, be assigned as the running mate of all reserve officers junior to the officer, who are in an active status not on the ADPL, and who had a running mate in common with the officer just prior to the time the officer was placed on the ADPL. (14 U.S.C. 726(c))

**Section A**  
**COMMISSIONED OFFICERS**

**7.A.6**

***Reassignment  
of a Running  
Mate***

A Reserve officer in an active status, not on the ADPL, shall be assigned a new running mate as follows:

- a. If a previously assigned running mate is:
  - (1) Promoted from below the promotion zone,
  - (2) Removed from the ADPL,
  - (3) Suffers a loss of numbers,
  - (4) Fails of selection,
  - (5) Fails to qualify for promotion, or
  - (6) Declines an appointment after being selected for promotion,

The new running mate shall be that officer on the ADPL, of the same grade, who has the same date of rank, or,

If no officer has the same date of rank, is next senior to the previous running mate and who is, or may become, eligible for consideration for promotion. If the previous running mate was on a list of selectees for promotion, the new running mate shall be that officer on the ADPL, of the same grade, who is next senior to the previous running mate (14 U.S.C. 726(b)(1)).

- b. If a Reserve officer suffers a loss of numbers, the new running mate shall be that officer on the ADPL who, after the loss of numbers has been effected, is the running mate of the Reserve officer next senior to the Reserve officer concerned (14 U.S.C. 726(b)(2)).
- c. If a Reserve officer is:
  - (1) Considered for promotion and fails of selection,
  - (2) Fails to qualify for promotion,
  - (3) Declines an appointment after being selected, or
  - (4) The officer's name is removed from a promotion list, and that officer's running mate is promoted,



**Section A**  
**COMMISSIONED OFFICERS**

The new running mate shall be that officer of the same grade on the ADPL who was next senior to the previous running mate and was also eligible for consideration for promotion when the previous running mate was considered for promotion, and whose name was not placed on a promotion list (14 U.S.C. 726(b)(3)).

- d. In situations not covered in this section, CGPC-rpm will assign a new running mate to ensure that an inequitable change of precedence does not occur (14 U.S.C. 726(b)(4)).

**7.A.7**

**Selection and Promotion**

- a. Reserve officers are placed in a promotion zone when their running mates are placed in a promotion zone. A Reserve officer who has been considered but not recommended for retention in an active status by a board convened under 14 U.S.C. 741(a), is not eligible for consideration for promotion (14 U.S.C. 731 and 732).
- b. Reserve captains on the Inactive Duty Promotion List become eligible for consideration for promotion to rear admiral (lower half) at the beginning of the promotion year in which they complete 3 years service in grade and at least 10 years commissioned service, of which the last 5 years have been served in the Coast Guard Reserve (14 U.S.C. 257 (a)(5) and 729(e)).
- c. Before convening a board to select officers for promotion to a grade Reserve officer who has been above lieutenant (junior grade), the number of officers to be selected in each grade will be determined by CGPC-rpm. The number of officers to be selected will be determined by using one of the following methods, depending upon which provides the more equitable opportunity for selection among successive groups of Reserve officers of the same grade (14 U.S.C. 729(d)):
  - (1) **Computing actual and prospective vacancies.**  
Under this method vacancies are determined by counting existing vacancies plus the number of vacancies anticipated for the next 12 months minus the number of officers on a promotion list for that grade.

**Section A**  
**COMMISSIONED OFFICERS**

- (2) ***Selection opportunity averaging.*** In this method the sum of the actual and prospective vacancies for the current year, and up to 4 additional years, is divided by the sum of the actual and prospective officers in the promotion zone for the same time period. (The size of the inactive duty reserve promotion zone is a direct function of the number of officers on the ADPL who move into a promotion zone each year.) The result is an average selection opportunity percentage which is then applied against the current promotion zone to determine the number of vacancies for the current year.
- (a) By determining an average selection opportunity percentage and recomputing that average each year, Reserve officers of the same grade in successive promotion zones are assured of a reasonably consistent opportunity of selection within zone regardless of fluctuations (and sometimes significant ones) in the size of the zone from year to year.
- (b) Use of selection opportunity averaging in determining vacancies is normally desirable and necessary only in the grades of commander and captain. The Coast Guard policy is to hold within-zone variations in selection opportunity percentages for each grade below rear admiral (lower half) to not more than 5 percent during consecutive years.

**7.A.8**

***Failure of Selection***

- a. A Reserve officer, other than an officer serving in the grade of captain, who:
- (1) Is the junior officer in the promotion zone for promotion to the next higher grade, or
- (2) Is senior to the junior officer in that zone,
- Fails of selection if not recommended for promotion or if having been selected for promotion by the board is removed from the report of the board by the President or the Commandant (14 U.S.C. 739(a)).
- b. Failure of selection of a Reserve officer occurring while serving on either inactive duty or active duty shall count for all purposes as a failure of selection.

**Section A**  
**COMMISSIONED OFFICERS**

- c. Officers are not considered to have failed of selection if they were not considered by a selection board due to administrative error.
  - (1) If they are selected by the next successive selection board and promoted they shall be given the date of rank and position on the Inactive Duty Promotion List (IDPL) in the grade to which promoted that they would have held had they been recommended by the first selection board (14 U.S.C. 739(b)).
  - (2) However, such officers' date of appointment, which is the effective date that pay and allowances in the higher grade begin, cannot be back dated. The date of appointment is that date the Secretary exercises promotion authority regardless of how much later that date may be than the date of rank.
- d. A Reserve officer who fails of selection for the first time continues to be eligible for selection and promotion as long as that officer remains in an active status. (See section on Reassignment of a Running Mate.)
- e. Officers who twice fail of selection are removed from an active status on 30 June following the approval date of the board report upon which the second failure of selection occurs. (Coast Guard policy based on 14 U.S.C. 740(a)). Unless eligible for retention in an active status (below), the officer will be given an opportunity to:
  - (1) Transfer to the Retired Reserve, if qualified,
  - (2) Be transferred to the Inactive Status List, or
  - (3) Be discharged, as directed by CGPC-rpm.
- f. A commander or lieutenant commander who twice fails of selection may be retained for not more than the minimum period of time necessary to complete 20 satisfactory years for retirement, plus one additional year, if required, if so recommended by the selection board in which the second failure of selection occurs. To be eligible for (selective) retention, the officer must:
  - (1) Have less than 18 years of satisfactory federal service for retirement.
  - (2) Have 75% of their total commissioned service as satisfactory years for retirement.

**Section A**  
**COMMISSIONED OFFICERS**

- (3) Have three of their last four years meet requirements for satisfactory federal service for retirement.
  - (4) Have documentation of sustained active participation in their performance record, and
  - (5) Have solid performance in current grade.
- g. Officers selected for retention under this paragraph will continue to be eligible for promotion as long as they remain in an active status. No further continuation action shall be taken. (Coast Guard policy based on 14 U.S.C. 740
- h. A Reserve officer of any grade who is due to be removed from an active status as the result of twice failing of selection and who on 30 June following the approval date of the board report on which the second failure of selection occurs has completed (14 U.S.C. 740 and 10 U.S.C. 12646):
- (1) Eighteen but less than 19 years of service for retirement computed under 10 U.S.C. 12732, may not be discharged or transferred from an active status, without the officer's consent before the earlier of the following dates:
    - (a) Date on which entitled to be credited with 20 years service under 10 U.S.C. 12732, or
    - (b) The third anniversary of the date on which the officer would otherwise be discharged or transferred from an active status.
  - (2) Nineteen but less than 20 years of service for retirement computed under 10 U.S.C. 12732 may not be discharged or transferred from an active status, without the officer's consent before the earlier of the following dates:
    - (a) Date on which entitled to be credited with 20 years service under 10 U.S.C. 12732, or
    - (b) The second anniversary of the date on which the officer would otherwise be discharged or transferred from an active status.
- i. Reserve officers retained under as above are extra numbers to those otherwise authorized and are eligible for selection and promotion as long as they remain in an active status (10 U.S.C. 12646(c)).

**Section A**  
**COMMISSIONED OFFICERS**

**7.A.9**

**Promotion  
Lists**

The recommendations of selection boards as approved by the Commandant for promotion to lieutenant commander and below and as approved by the President for promotion to commander and above constitute a list of selectees from which the promotions of Reserve officers shall be made. (14 U.S.C. 729(h))

- a. The name of an officer shall remain on a promotion list until promoted, removed by the President for cause or failure of the Senate to consent to the appointment of an officer to the grade of commander, captain or rear admiral (lower half) (10 U.S.C. 12203 and 14 U.S.C. 738).
- b. If an existing promotion list has not been exhausted by the time a new promotion list for officers of the same grade has been approved, those officers on the older list shall be tendered promotions before the newer list is used. (14 U.S.C. 729(h), E.O. 10637, 49 CFR 1.45)
- c. Officers shall not lose precedence when transferred to or from the ADPL, nor will their date of rank be changed due to the transfer. (14 U.S.C. 725)

**7.A.10**

**Requirements  
for Promotion**

- a. A Reserve officer whose name is on an approved promotion list will be promoted to the next higher grade at the same time or as soon thereafter as practicable as the officer's running mate is promoted.
- b. Reserve rear admirals (lower half) are promoted to the grade of rear admiral when their running mate is promoted to rear admiral (14 U.S.C. 736(b)).
- c. Under no circumstances will an appointment to a higher grade be tendered, including officers assigned to the Individual Ready Reserve (IRR), until the following conditions have been met (14 U.S.C. 729(i), 734 and 736):
  - (1) The active service running-mate has been promoted.
  - (2) The Reserve officer is found physically qualified by a current approved physical examination documented by PMIS data base entry.
  - (3) The Reserve officer's character of service since selection has been verified as satisfactory.

**Section A**  
**COMMISSIONED OFFICERS**

- (4) A vacancy exists.
  - (5) All officers of the same grade of higher precedence on any prior promotion list have been tendered an appointment, and the Secretary exercises promotion authority.
- d. The promotion of an officer who is under investigation or against whom proceedings of a court-martial or a board of investigation are pending may be delayed without prejudice by the Secretary until completion of the investigation or proceedings.
- (1) However, unless the Secretary determines that a further delay is necessary in the public interest, a promotion may not be delayed for more than one year after the date the officer would otherwise have been promoted.
  - (2) An officer whose promotion is delayed under this provision and who is subsequently promoted shall be given the date of rank and position on the inactive duty promotion list in the grade to which promoted that the officer would have held had the promotion not been so delayed.
- e. Reserve officers will be notified of their promotions through the Reserve Officer Promotion Authorization Listing (ROPAL).
- (1) At the beginning of each month, a ROPAL will be published by ALCGPERSCOM. The ROPAL will list all inactive duty reserve officers who are scheduled for promotion through the last day of that month and whose service record indicates compliance with the requirements of this Article. The information provided will include:
    - (a) Grade to which promoted.
    - (b) Date of rank (DOR).
  - (2) The officer's unit will, if the officer in fact meets the requirements of this paragraph, forward a copy of the ROPAL to the officer and place a copy in the officer's service record. If the officer does not meet the requirements for promotion, CGPC-rpm shall be notified immediately.

**Section A**  
**COMMISSIONED OFFICERS**

- (3) CGPC-rpm will make the necessary PMIS entries and issue the promotion certificates.
- a. A Reserve officer promoted under this section is considered to have accepted the promotion unless delivery of the ROPAL cannot be effected (14 U.S.C. 735(a)).
- b. A Reserve officer who has served continuously since taking the oath of office prescribed in 5 U.S.C. 3331 is not required to take a new oath of office upon appointment in a higher grade. (14 U.S.C. 735(b))

**7.A.11**

***Removal from a  
Promotion List***

- a. The President may remove the name of any officer from a promotion list. Also, when the Senate, for promotions to commander and above for Reserve officers pursuant to 10 U.S.C. 12203, does not consent to the appointment of an officer, that officer's name shall be removed from the approved list of selectees. Under either of these circumstances, the officer continues to be eligible for consideration for promotion. (14 U.S.C. 738)
- (1) If recommended for promotion by the next selection board and promoted, that officer shall be assigned the date of rank and precedence that would have been assigned if the officer's name had not been previously removed.
- (2) If not recommended by the next selection board or, having been recommended for promotion, the officer's name is again removed by the President or by failure of the Senate to consent to the appointment, the officer shall be considered for all purposes to have twice failed of selection (14 U.S.C. 738)
- b. The name of an officer shall be removed from a promotion list if the officer declines the promotion or fails to meet the requirements for promotion in the allotted time.

**Section A**  
**COMMISSIONED OFFICERS**

**7.A.12**

***Declining or  
Failing to Act  
on Promotions***

The names of officers who expressly decline a promotion or fail to meet the requirements for promotion, when tendered, will be removed from the promotion list and transferred to the Inactive Status List (ISL). Transfer to the ISL will be effected upon receipt of the declination letter by CGPC-rpm. Officers failing to meet promotion requirements will be transferred to the ISL on the day prior to the convening date of the next promotion board following the board on which they were originally selected. The names of officers required to obtain a physical examination for promotion but fail to do so will be placed on the ISL.

**7.A.13**

***Failure to meet  
Promotion  
Criteria***

Prior to promotion, commanding officers shall ensure compliance with paragraph 5-A-13, Personnel Manual (COMDTINST M10006.A(series)), for ADPL promotions to O-2 through O-6 and paragraph 7-A-10 of this manual for IDPL promotions. If promotion is delayed, the commanding officer shall notify by message: CGPC-opm-1 or CGPC-rpm, HRSIC, ACOs, and PERSRUs.

Prior to promotion, commanding officers shall ensure compliance with the provisions of COMDTINST 1020.B(series) (Maximum Allowable Weight Standards for Military Personnel), unless an exemption has been granted. If a promotion is delayed under these provisions, the commanding officer shall notify CGPC-opm-1 or CGPC-rpm, HRSIC, ACOs, and PERSRUs by message prior to the authorized promotion date. Further proceedings under Chapter 12, Personnel Manual (COMDTINST M10006.A(series)) or paragraph 8-A-10 of this manual will depend upon completion of the probationary period prescribed in COMDTINST 1020.B(series). When an officer whose promotion has been delayed subsequently meets the standards of COMDTINST 1020.B(series), commanding officers shall notify CGPC-opm-1 or CGPC-rpm by message and request authority to promote the officer. CGPC-opm-1 or CGPC-rpm will authorize promotion with a date of rank at the time the officer would have been promoted had the promotion not been delayed. However, pay and allowances accrue from the effective date of promotion, not the back-date of rank.

- a. If officers cannot meet the physical requirements or other criteria at the time their running mates are promoted, promotion will be withheld until they become qualified. Officers who do not become fully qualified will be transferred to the ISL on the day prior to the convening date of the next promotion board following the board on which they were originally selected.



**Section A**  
**COMMISSIONED OFFICERS**

- b. Once officers transferred to the ISL become physically qualified or meet the other criteria for promotion, they may submit the approved physical or proof of having met the other criteria to CGPC-rpm with a letter requesting to be returned to an active status. The officer's record will then be placed before the next convening officer selection board.
- c. Reserve officers are not excluded from promotion if physically disqualified by a medical board for duty at sea or in the field, if:
  - (1) The disqualification results from wounds received in the line of duty.
  - (2) Those wounds do not incapacitate the officer from other duties in the grade to which the officer is to be promoted (14 U.S.C. 734(b)).

**7.A.14**

***Failure due to  
Removal from  
Active Status***

A Reserve officer recommended for promotion by a selection board but not promoted because of removal from an active status shall be considered by a selection board after returning to an active status and, if selected, shall be placed on a recommended list of selectees for promotion. A Reserve officer to whom this section applies is not considered to have failed of selection when removed from a list of selectees for promotion solely as a result of being removed from an active status (14 U.S.C. 733).

**7.A.15**

***Frocking***

- a. Under the authority of 14 U.S.C. 632, inactive duty Reserve officers who have been selected for, but not yet promoted to a higher grade may be considered for ***frocking*** when:
  - (1) The reserve officer's running mate has been promoted, but the reserve officer cannot be promoted due to lack of a vacancy at the higher grade; or
  - (2) The higher grade is needed for the officer to effectively carry out his/her duties.

Note: Specific criteria that must be met in either case are listed below.

- b. Inactive duty reserve officers, at times, will not be promoted concurrently with their active duty running mates due to a lack of vacancies at the higher grade. In this case, frocking may be an appropriate measure to recognize the reserve officer's achievement, at no cost to the government. In these cases:
  - (1) Commandant (G-WT) authorizes frocking to flag grade.

**Section A**  
**COMMISSIONED OFFICERS**

- (2) For all other grades:
  - (a) CGPC-rpm will inform the operational commander that the officer's running mate has been promoted.
  - (b) The servicing ISC(pf) will determine if frocking is appropriate. If the decision is made to frock the officer, the servicing ISC(pf) will so notify the officer. There is no requirement to frock the officer. The frocking may be delayed or not done at all if it will create a conflict in the officer's chain of command.
  - (c) There is no requirement to notify Commandant of the servicing ISC's action. If the officer is frocked, a copy of the letter notifying the officer should be placed in the officer's local service record and a copy sent to CGPC-rpm.
- c. Servicing ISCs are authorized to frock any inactive duty Reserve officer who has been selected for the next higher grade when the officer is assigned to a SELRES billet of the higher grade and:
  - (1) The higher grade is necessary to clearly establish the individual's position when reporting to another agency/service for duty, or
  - (2) The higher grade is desired in order to maintain the Coast Guard's image in an area where he/she is the senior Coast Guard officer, or
  - (3) The higher grade is a significant factor in establishing the individual's stature, thereby enhancing their ability and effectiveness to successfully carry out their duties. If an officer is frocked under these circumstances, the servicing ISC(pf) will notify CGPC-rpm by forwarding a copy of the letter of authorization.
- d. Frocking is voluntary for the selectees. If frocked, the officer will obtain a new ID card for the higher grade, but will continue to use officer evaluation reports for the lower grade. Pay, allowances, and travel entitlements will continue to accrue at the lower permanent grade.
- e. The date of rank for the higher grade will be the date the officer's ADPL running mate is promoted. Appointment to the higher grade will be established per this section. Pay and allowances for the higher grade will accrue from the date of appointment.

**Section B**  
**COMMISSIONED OFFICERS**

**Section B**  
**CHIEF WARRANT OFFICERS**

**Section Overview**

**Introduction** This section contains the procedures for the promotion of Reserve chief warrant officers not on extended active duty, established by the Commandant under the provisions of 10 U.S.C. 12206 and 12207, and authority delegated by the Secretary of Transportation.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
7.B.1	General	7-B-2
7.B.2	Definitions	7-B-2
7.B.3	Eligibility for Promotion	7-B-2
7.B.4	Selection for Promotion	7-B-2
7.B.5	Failure of Selection	7-B-3
7.B.6	Consideration by Next Annual Selection Board	7-B-4
7.B.7	Promotion Lists	7-B-5
7.B.8	Requirements for Promotion	7-B-5
7.B.9	Removal from a Promotion List	7-B-6
7.B.10	Procedures for Effecting Promotion	7-B-6
7.B.11	Declining Promotions or Failing to Obtain a Required Physical	7-B-6
7.B.12	Failure to meet Promotion Criteria	7-B-7
7.B.13	Effect of Removal from an Active Status on Promotion	7-B-8
7.B.14	Lateral Change in Warrant Specialty	7-B-8

**Section B**  
**CHIEF WARRANT OFFICERS**

**7.B.1**

***General***

The policies and procedures established for active duty chief warrant officers in the Personnel Manual (COMDTINST M10006.A(series)), apply to reserve chief warrant officers except as modified by this section.

**7.B.2**

***Definitions***

- a. Date for Pay and Allowances:  
The date when, all requirements for promotion have been completed, and the Commandant exercises promotion authority.
- b. Date of Rank:  
Is the date used in computing eligibility for subsequent promotions. This date will be the same as or earlier than the date of promotion.

**7.B.3**

***Eligibility  
for Promotion***

- a. Warrant officers are eligible for promotion to the next higher pay grade as follows:
  - (1) W-2 to W-3 - four years service from date of rank as W-2
  - (2) W-3 to W-4 - four years service from date of rank as W-3
- b. Chief warrant officers must be serving in an active status to be eligible for consideration for promotion and for promotion.

**7.B.4**

***Selection for  
Promotion***

Promotion zones will include those warrant officers who become eligible for promotion to W-3 and W-4 as defined above, between 1 October of the calendar year in which the board is held and 30 September the following year.

- a. Chief warrant officers will be considered in their fourth year of service for promotion to CW03. Selection will be on a best qualified basis.

**Section B**  
**CHIEF WARRANT OFFICERS**

- b. Chief warrant officers will be considered in their eighth year of service for promotion to W-4. Boards shall select those officers they find to be best qualified for promotion.

**7.B.5**

***Failure of Selection***

- a. A warrant officer who is in the zone for promotion to the next higher grade, fails of selection if not recommended for promotion or if having been selected for promotion by the board is removed from the report of the board by the Commandant. A warrant officer who is not recommended for promotion by two successive boards, is considered to have twice failed of selection.
- b. Failure of selection of a Reserve warrant officer occurring while serving on either inactive duty or active duty shall count for all purposes as a failure of selection.
- c. Warrant officers are not considered to have failed selection if they were not considered by a selection board due to administrative error. If they are selected by the next successive selection board and promoted they shall be given the date of rank, date of appointment and position on the IDPL in the grade to which promoted that they would have held had they been recommended by the first selection board.
- d. A warrant officer who fails selection for the first time continues to be eligible for selection and promotion as long as that officer remains in an active status. Note: See the section titled ***Effect of Removal from an Active Status on Promotion*** for effect of transfer to the Standby Reserve (Inactive Status) and subsequent return to an active status.
- e. Warrant officers who twice fail selection shall be removed from an active status on 30 June next following the board upon which the second failure of selection occurs. Unless eligible for retention in an active status (below), the officer will be given an opportunity to:
  - (1) Transfer to the Retired Reserve, if qualified,
  - (2) Be transferred to the Standby Reserve (inactive status), or
  - (3) Be discharged, as directed by CGPC-rpm. A warrant officer may request authority from the Commandant to enlist or reenlist in the Coast Guard Reserve. If the request is approved, the grade will be prescribed by the Commandant.

**Section B**  
**CHIEF WARRANT OFFICERS**

f. A Reserve officer of any grade who is due to be removed from an active status as the result of twice failing of selection and who on 30 June following the approval date of the board report on which the second failure of selection occurs has completed (14 U.S.C. 740 and 10 U.S.C. 12646):

- (1) Members with 18 but less than 19 years of satisfactory federal service for retirement computed under 10 U.S.C. 12732, may not be discharged or transferred from an active status, without the officer's consent before the earlier of the following dates:
  - (a) Date on which entitled to be credited with 20 years service under 10 U.S.C. 12732, or
  - (b) The third anniversary of the date on which the officer would otherwise be discharged or transferred from an active status.
- (2) Members with 19 but less than 20 years of satisfactory federal service for retirement computed under 10 U.S.C. 12732 may not be discharged or transferred from an active status, without the officer's consent before the earlier of the following dates:
  - (a) Date on which entitled to be credited with 20 years service under 10 U.S.C. 12732, or
  - (b) The second anniversary of the date on which the officer would otherwise be discharged or transferred from an active status.

**7.B.6**

**Consideration a.**  
**by Next Annual**  
**Selection Board**

- a. Warrant officers who have failed selection but have remained in an active status shall be considered by each later annual selection board until they are retired, separated or selected for promotion.
- b. The name of each warrant officer who failed selection while in the zone and who is selected by a subsequent annual selection board shall be placed at the top of the new list prepared by the current board in order of existing seniority. Officers in this category shall be promoted either:
  - (1) One year after the date they would have been appointed had they been selected by the board immediately preceding the current board, or
  - (2) The earliest date on which any warrant officer who has not failed selection and whose name follows his/hers on the approved promotion list is promoted to the higher grade, whichever is earlier.

**Section B**  
**CHIEF WARRANT OFFICERS**

**7.B.7**

***Promotion  
Lists***

The recommendations of selection boards for promotion of warrant officers, as approved by the Commandant, constitute a list of selectees from which the promotions of warrant officers shall be made.

The name of a warrant officer shall remain on a promotion list until promoted or removed by the Commandant. Warrant officers shall not lose precedence when transferred to or from active duty, nor will their date of rank be changed due to the transfer.

**7.B.8**

***Requirements***

Before a warrant officer can be promoted to a higher for Promotion warrant officer grade, the member must:

- a. Be on a promotion list.
- b. Complete time in grade requirements.
- c. Be physically qualified as evidenced by a current approved physical examination documented by PMIS data base entry.
- d. Be in an active status.
- e. Have maintained a satisfactory character of service since selection.



**Section B**  
**CHIEF WARRANT OFFICERS**

**7.B.9**

***Removal from  
a Promotion  
List***

The Commandant may remove the name of any warrant officer from a promotion list. When removed from a promotion list for the first time, the officer continues to be eligible for consideration for promotion.

- a. If recommended for promotion by the next selection board and promoted, that officer shall be assigned the date of rank and precedence that would have been assigned if the officer's name had not been previously removed.
- b. If not recommended by the next selection board or, having been recommended for promotion, the officer's name is again removed by the Commandant, the officer shall be considered for all purposes to have twice failed of selection.

**7.B.10**

***Procedures  
for Effecting  
Promotion***

- a. Chief warrant officers will be notified of promotion by the Officer Promotion Authorization Listing (OPAL).
- b. It is the responsibility of any officer in the chain of command to withhold a promotion if in their knowledge the selectee has disqualified themselves after their name was placed on the eligibility list (see Personnel Manual (COMDTINST M10006.A(series))).

**7.B.11**

***Declining  
Promotions or  
Failing to***

- a. The names of warrant officers who expressly decline a promotion when tendered will be removed from the promotion list.

***Obtain a  
Required  
Physical***

- b. Warrant officers who are required to obtain a physical examination in order to demonstrate that they are physically qualified for promotion and take no action to obtain a physical examination or fail to pass the required examination, are considered to have declined promotion. Their names will be removed from the promotion list and they will be removed from active status and placed on the Inactive Status List (ISL) on the date they would otherwise be promoted. Removal of the name of a warrant officer under this paragraph is not a removal for cause.

Note: Warrant officers removed as above are not considered to have failed selection and upon reinstatement to an active status will be eligible for further consideration as if they were not considered by the board on which they expressly declined promotion or failed to obtain the required physical examination.

**Section B**  
**CHIEF WARRANT OFFICERS**

- c. Once warrant officers become physically qualified, as evidenced by a current approved physical examination documented by PMIS data base entry, they may submit a letter to CGPC-rpm via the chain of command requesting to be returned to an active status. The warrant officer will then be eligible for consideration by the next convening warrant officer selection board if they meet all other eligibility criteria.

**7.B.12**  
**Failure to meet**  
**Promotion**  
**Criteria**

Prior to promotion, commanding officers shall ensure compliance with paragraph 5-B-6, Personnel Manual (COMDTINST M10006.A(series)), for ADPL promotions to Chief Warrant Officer and paragraph 7-B-8 of this manual for IDPL promotions. If promotion is delayed, the commanding officer shall notify by message: CGPC-opm-1 or CGPC-rpm, HRSIC, ACOs, and PERSRUs. Prior to promotion, commanding officers shall ensure compliance with the provisions of COMDTINST 1020.B(series) (Maximum Allowable Weight Standards for Military Personnel), unless an exemption has been granted. If a promotion is delayed under these provisions, the commanding officer shall notify CGPC-opm-1 or CGPC-rpm, HRSIC, ACOs, and PERSRUs by message prior to the authorized promotion date. Further proceedings under Chapter 12, Personnel Manual (COMDTINST M10006.A(series)) or paragraph 8-A-10 of this manual will depend upon completion of the probationary period prescribed in COMDTINST 1020.B(series). When an officer whose promotion has been delayed subsequently meets the standards of COMDTINST 1020.B(series), commanding officers shall notify CGPC-opm-1 or CGPC-rpm by message and request authority to promote the officer. CGPC-opm-1 or CGPC-rpm will authorize promotion with a date of rank at the time promoted had the promotion not been delayed. However, pay and allowances accrue from the effective date of promotion, not the back-date of rank.

**Note:** Warrant officers who are not qualified for promotion on the prescribed date, will be removed from active status and placed on the Inactive Status List (ISL) on the date they would otherwise be promoted. Their names will be removed from the promotion list.

Once warrant officers become physically qualified as evidenced by a current approved physical examination documented by PMIS data base entry and meets the other criteria for promotion, they may submit a letter to CGPC-rpm via the chain of command requesting to be returned to an active status. The warrant officer's record will then be placed before the next convening warrant officer selection board if they meet all other eligibility criteria.

**Section B**  
**CHIEF WARRANT OFFICERS**

**7.B.13**

***Effect of  
Removal from  
an Active  
Status on  
Promotion***

- a. Warrant officers removed from an active status prior to being considered for promotion to the next higher grade shall, upon return to an active status, have their date of original appointment and time of service in permanent grade adjusted for promotion purposes to reflect their time on the Inactive Status List (ISL). All time on the ISL will be added to the date of original appointment and subtracted from time of service in the permanent grade for the purposes of determining when the warrant officer will be considered for selection for promotion to the next higher grade and for establishing the date of rank if selected for promotion.
- b. A warrant officer recommended for promotion by a selection board but not promoted because of removal from an active status shall be considered by the first annual selection board after returning to an active status and, if selected, shall be placed on a recommended list of selectees for promotion. Date of rank will be determined as described in subparagraph a. above.
- c. A warrant officer to whom this paragraph applies is not considered to have failed of selection when removed from a list of selectees for promotion solely as a result of being removed from an active status.

**7.B.14**

***Lateral Change  
in Warrant  
Specialty***

A request for lateral change in warrant officer specialty will be considered on its own merits and will only be authorized in those unusual cases where it is clearly in the best interests of the Service to do so.

Warrant officers must serve a minimum of three years from date of appointment prior to submitting a request for a lateral change in warrant officer specialty.

**Section C**  
**ENLISTED PERSONNEL**

**Section Overview**

**Introduction** This section provides policy on reserve enlisted advancement functions.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
7.C.1	General	7-C-2
7.C.2	Responsibility	7-C-4
7.C.3	Advancement or Change in Rating Elements	7-C-4
7.C.4	Evaluation Marks	7-C-5
7.C.5	Correspondence Courses	7-C-6
7.C.6	Required Completion of Class A School for Entry into Certain Ratings	7-C-6
7.C.7	Path of Advancement	7-C-6
7.C.8	Advancement Limitations	7-C-7
7.C.9	Hearing/Color Requirements	7-C-7
7.C.10	Security Clearance Requirement for Certain Ratings	7-C-7
7.C.11	Service Requirements & Determination of Service	7-C-8
7.C.12	Additional Eligibility Requirements for E-7, E-8, or E-9	7-C-10
7.C.13	Changes in General Rate and Rating	7-C-11
7.C.14	Advancement of Personnel who Passed SWE	7-C-14
7.C.15	Effective Date of Advancements	7-C-15
7.C.16	Not assigned	7-C-16
7.C.17	Investigator Rating	7-C-16
7.C.18	Advancement After Reduction	7-C-17
7.C.19	Designators	7-C-18
7.C.20	Training Rating Indicators	7-C-19
7.C.21	Reduction in Rate	7-C-20

**Section C**  
**ENLISTED PERSONNEL**

**7.C.1**

**General**

- a. The provisions of the Personnel Manual COMDTINST M1000.6 (series) apply to Reserve enlisted personnel except as specifically modified by this section. For Reserve enlisted personnel issues, the Headquarters point of contact is CGPC-rpm (vice CGPC-epm as listed in the Personnel Manual).
- b. The goal of the Reserve enlisted advancement system provides for the orderly advancement of enlisted personnel. It requires minimum standards of eligibility to ensure a degree of proficiency at each grade level. The overall objective is to advance the best qualified personnel to fill available vacancies.
- c. Advancements are based on vacancies generated within a nationwide pyramidal structure in each rating. Vacancies in each rate are based on current shortages. In ratings that are overpopulated, advancement opportunities are not available.
- d. Candidates for advancement are rank ordered according to a final multiple, computed as follows:

Factor	Max. Credit	How Computed
Examination score	80	Examination Standard Score
Performance factor	50	See NOTE below.
Time in service (TIS)	20	Months of active service    12 Months of inactive service
36		Add the results Maximum credit is 240 months
Time in paygrade in current rating (TIR). (Coast Guard months service only)	10	Months of TIR    6 Maximum TIR credit is 120
Awards and medals	10	Points allotted per CG PERSMAN

**Note:** Raw evaluation scores are converted by the formula:

$$M = \frac{21D}{4k} + 13.25$$

where:

M = final multiple component

D = raw marks average for the SWE period

k = number of dimensions on the evaluation form

- (1) The Service Wide Examinations are administered in October for E-5 through E-9.

**Section C**  
**ENLISTED PERSONNEL**

- (2) Reserve enlisted personnel in the Ready Reserve and Standby Reserve (active status) may compete in the service wide examination when fully qualified. Personnel transferred from the SELRES due to the 30 year assignment limitation may only compete for advancement to grades E-6 or below. HRSIC(ADV) (formerly PPC) determines eligibility for the service wide examination. Requests for waivers shall be submitted to HRSIC(ADV) via the chain of command. Changes to advancement requirements are published by COMDTNOTE 1418.
- e. While serving on extended active duty (EAD), enlisted reservists are limited in Service Wide Examination participation and advancement in rating as per the Personnel Manual, COMDTINST M1000.6 (series), and as follows.
  - (1) Reservists in emergency ratings may not participate in an active duty Service Wide Examination. They may participate in the reserve administered Service Wide Examination if recommended by their active duty commanding officer. If the reservist places above the advancement cutoff on the examination, CGPC-rpm will determine whether the reservist will be advanced based on the needs of the service. The reservist may be advanced after release from EAD if CGPC-rpm does not authorize the advancement while on EAD. The reservist must request this advancement upon RELAD. (See section on effective advancement after EAD.)
  - (2) Reservists in general ratings on EAD may participate only in the active duty Service Wide Examination and advancement system. Participation shall be per the Personnel Manual, COMDTINST M1000.6 (series).
- f. Enlisted personnel who placed above the advancement cutoff on a reserve administered Service Wide Examination advancement eligibility list but who were not advanced before commencing a period of EAD, may be advanced only if authorized by CGPC-rpm. If not advanced while on EAD, the reservist may be advanced after RELAD (See section on 1354 Advancement of Personnel who Passed SWE & TA&). The reservist must request this advancement upon RELAD.

**Section C**  
**ENLISTED PERSONNEL**

**7.C.2**

**Responsibility**

- a. CGPC-rpm administers the program of enlisted advancements for reservists not serving on extended active duty.
- b. The servicing ISC(pf) is responsible for monitoring the administration and the training programs of a reservist's unit to ensure compliance with requirements contained in this chapter and other applicable directives.
- c. HRSIC(ADV) is the primary point of contact for all Service Wide Exam inquiries, corrections, substitute exams, and waivers. CGPC-rpm is the designated appeal authority.
- d. Responsibility for the training and advancement programs rests upon the individual commanding officers. The various elements of this responsibility outlined in the Personnel Manual COMDTINST M1000.6 (series) shall be equally applied to enlisted reserve members.
- e. Primary responsibility for compliance with the requirements for advancement rests with the individual concerned as outlined by the Personnel Manual COMDTINST M1000.6(series). In summary, members are required to bear the consequences of any error or omission they should have avoided.

**7.C.3**

**Advancement  
or Change in  
Rating  
Elements**

- a. To be eligible for advancement in or change in rating, the candidate must:
  - (1) Meet Enlisted Performance Evaluation marks criteria.
  - (2) Complete required performance factors, performance tests, and military requirements.
  - (3) Complete required correspondence courses.
  - (4) Successfully complete class "A" school, if required.
  - (5) Be in proper path of advancement.
  - (6) Meet hearing and color perception requirements for certain ratings.
  - (7) Meet security clearance requirements for advancement in certain rates or ratings.

**Section C**  
**ENLISTED PERSONNEL**

- (8) Fulfill special requirements: time in pay grade in present rating; time in Selected Reserve, or TRA/PAY CAT E; and days ADT-AT in pay grade.
  - (9) Fulfill additional eligibility requirements when competing in E-7/E-8/E-9 examination.
  - (10) Not be involved in circumstances which renders personnel ineligible for advancement.
  - (11) Be recommended by their commanding officer on their current performance evaluations.
- b. Total service, time in pay grade in present rating and time in Selected Reserve, or TRA/PAY CAT E, must be completed on or prior to terminal eligibility date of the Service Wide Exam cycle year.
  - c. All awards must be approved prior to terminal eligibility date of the Service Wide Exam cycle year.

**7.C.4**

**Evaluation  
Marks**

The policy contained in the Personnel Manual COMDTINST M1000.6 (series) shall apply to CG Reserve members with the following modifications:

- a. Good Conduct for advancement purposes is defined as no unsatisfactory conduct mark, court martial or civil conviction, or nonjudicial punishment. Members are required to have the following minimum Good Conduct eligibility periods for advancement:

<u>Advancement to Pay Grade</u>	<u>Period of Eligibility</u>
MCPO/E-9	24 months
SCPO/E-8	36 months
CPO/E-7	24 months
PO1/E-6	12 months
PO2/E-5	12 months
PO3/E-4	06 months

- b. Good Conduct periods of eligibility will be calculated from the date an UNSAT Conduct Mark is assigned, the date of a court martial or civil conviction, or the date an NJP is imposed to the terminal eligibility date.



**Section C**  
**ENLISTED PERSONNEL**

- c. Members must continue to have Good Conduct eligibility from the time being recommended through advancement. Any incident (UNSAT Conduct Mark, court martial or civil conviction, or NJP) occurring after a member competes in the SWE, requires the command to remove the member from the eligibility list.
- d. See guidance on marks average for members who take a voluntary reduction in grade to go on EAD.

**7.C.5**

**Correspondence Courses**

The policy contained in the Personnel Manual COMDTINST M1000.6 (series) shall apply to Reserve enlisted members except that end-of-course tests must be administered by the terminal eligibility date to be eligible for Service Wide Exam participation.

**7.C.6**

**Required Completion of Class A School for Entry Into Certain Ratings**

Satisfactory completion of the specified class A school is mandatory for entry into the ratings shown below. Exceptions are made for members in the USCGR-RX program, where professional experience substitutes for class A school training.

**Ratings with mandatory Class A School**

<b>Rating</b>	<b>Class A School</b>
ET	Basic Electronics
FT	Fire Control Technician
GM	Gunner's Mate
HS	Health Services Technician
MST	Marine Science Technician
PA	Public Affairs
RD	Radarman
TC	Telecommunications Specialist
TT	Basic Electronics & Telephone Technician

**7.C.7**

**Path of Advancement**

The chart below shows the path of advancement for ratings that do not require class A School.

**Paths of Advancement**

Ratings for which one may advance to E-4 via Striker Program

<b>E-1</b>	<b>E-2/E-3</b>	<b>E-4</b>
SR	SA/SN	BM, FS, PS, QM, SK, YN
	FA/FN	DC, EM, MK

**Section C**  
**ENLISTED PERSONNEL**

- a. Once an individual enters a specific rating, either through the striker program or by completing a class A school, advancements are only to the next higher pay grade within that rating.
- b. Personnel assigned a designator may advance only to the rating indicated by the designator.
- c. See the section on Changes in General Rate and Rating for methods of changing from one path of advancement to another.

**7.C.8**

***Advancement  
Limitations***

Reservists authorized to prepare for a change in rating shall train only in the rating requested and shall not be advanced in their current rating. This restriction remains until the change in rating is completed, the time authorized for change in rating expires, or the authorization to prepare for a change in rating is withdrawn.

Personnel who decline advancement to E-8 or E-9 or who voluntarily elect to be removed from an eligibility list shall be required to wait 1 year from the anniversary date of that election before being eligible to participate in future examinations for E-8 or E-9.

**7.C.9**

***Hearing/Color  
Requirements***

The policy contained in the Personnel Manual COMDTINST M1000.6 (series) applies to CG Reserve enlisted members with the following addition:

The Investigator (IV) and Port Securityman (PS) ratings require normal color perception and hearing ranges.

**7.C.10**

***Security  
Clearance  
Requirement  
for Certain  
Ratings***

The policy contained in the Personnel Manual COMDTINST M1000.6 (series) shall apply to CG Reserve enlisted members with the following modifications:

The Investigator (IV), and Port Securityman (PS) ratings require security clearance eligibility even if such clearance is not required for their present duties. See section on ***IV Rating*** for NAC and special certification requirements.

**Section C**  
**ENLISTED PERSONNEL**

**7.C.11**

Service                    a. Minimum time in pay grade, time in SELRES, or TRA/PAY  
**Requirements &**       CAT E and days of active duty for advancement in rate are  
**Determination**       as follows:  
**of Service**

**Time in Pay Grade in Present Rating**  
(see also section on **Advancement After Reduction**)

E-2 to E-3	6 months in pay grade E-2 or satisfactory completion of Class A School
E-3 to E-4	6 months in pay grade E-3
E-4 to E-5	6 months in pay grade E-4
E-5 to E-6	12 months in pay grade E-5
E-6 to E-7	24 months in pay grade E-6
E-7 to E-8	36 months in pay grade E-7
E-8 to E-9	24 months in pay grade E-8

**Time in Selected Reserve, or TRA/PAY CAT E**  
(see also section on **Advancement After Reduction**)

E-2 to E-3	6 months in pay grade E-2
E-3 to E-4	6 months in pay grade E-3
E-4 to E-5	6 months in pay grade E-4
E-5 to E-6	12 months in pay grade E-5
E-6 to E-7	24 months in pay grade E-6
E-7 to E-8	See section on Additional Eligibility Requirements for E-7, E-8, or E-9
E-8 to E-9	

**Days of ADT in Pay Grade as of the Date of Recommendation**

E-2 to E-3	none
E-3 to E-4	12 days in pay grade E-3
E-4 to E-5	12 days in pay grade E-4
E-5 to E-6	12 days in pay grade E-5
E-6 to E-7	24 days in pay grade E-6
E-7 to E-8	36 days in pay grade E-7
E-8 to E-9	24 days in pay grade E-8

b. Service determinations for advancement eligibility will be made as follows:

- (1) In computing time in pay grade, the beginning date will normally be the latest effective date of present pay grade for the rating in which currently serving.

**Section C**  
**ENLISTED PERSONNEL**

- (a) Months are calculated through 01 January following the exam for personnel currently in pay grades E-3 through E-8.
  - (b) If a candidate has broken service (out of service over 3 months) in the same or higher pay grade, previous satisfactory service in the Coast Guard or Coast Guard Reserve is creditable if a minimum of 1/2 of the period required was served during the current enlistment.
- (2) In calculating time in the SELRES:
- (a) Months are calculated through 01 January following the exam for personnel currently in pay grades E-3 through E-8.
  - (b) All service on active duty (including EAD, ADT, ADSW or voluntary or involuntary call ups) shall be included.
  - (c) If a candidate has broken service (out of service over 3 months) in the same or higher pay grade, previous satisfactory service in the Coast Guard or Coast Guard Reserve is creditable if a minimum of 1/2 of the period required was served during the current enlistment.
- (3) In computing days of ADT-AT
- (a) Days are calculated through 31 July preceding the examination.
  - (b) All service on any type of active duty (including EAD, ADT, ADSW or voluntary or involuntary call ups) shall be included..
  - (c) Candidates who receive AT waivers because of budget constraints shall be given full credit for the days waived in current pay grade, up to a maximum of 12 days per fiscal year. The waiver and the fact that it was based on a Commandant initiative, not personal problems of the reservist, must be documented by service record entry.
  - (d) RPs and RKs who have successfully completed class A school may include any ADT-AT served as an E-2 to satisfy the ADT-AT requirement for advancement to E-4.

**Section C**  
**ENLISTED PERSONNEL**

**7.C.12**

**Additional  
Eligibility  
Requirements  
E-7, E-8, or E-9**

- a. Members who desire to compete for advancement to E-7 must complete the appropriate rating correspondence courses as well as all applicable E-7 correspondence courses by the 1 July terminal eligibility date. Members who desire advancement to E-9 must attend the Chief Petty Officer's Academy (CPOA).
- b. E-7, E-8, and E-9 candidates must have at least two years of pay status eligibility remaining as computed from 1 January of the year following the October Service Wide Exam, to be eligible for advancement. Individuals scheduled for discharge, due to reach their 30 year pay base date (PBD) anniversary, or reaching maximum age for mandatory retirement during the two year period following the 1 January date are ineligible to participate.
- c. Total service described:
  - (1) E-7 to E-8
    - (a) Have a total of at least 10 years cumulative service in one or more components of the Armed Forces as of 1 January of the year following Service Wide Examination participation.
    - (b) Inactive service must be satisfactory federal service.
    - (c) The 4 years immediately preceding participation in the Service Wide Exam must be Coast Guard service. CG Reserve service must have been in the SELRES and in the examined rating. Temporary assignments to the IRR shall not be disqualifying if the total time did not exceed 90 days and were solely because of:
      - 1. An official finding of not fit for duty due to a temporary medical condition; or
      - 2. Necessary delay in reassigning the candidate to a unit after release from EAD, ADSW-AC, ADSW-RC, or the candidate's relocation.
  - (2) E-8 to E-9
    - (a) Have a total of at least 12 years cumulative service in one or more components of the Armed Forces as of 1 January of the year following Service Wide Exam participation.

**Section C**  
**ENLISTED PERSONNEL**

- (b) CG Reserve service must be satisfactory federal service.
- (c) The six year period immediately preceding participation in the Service Wide Exam must be Coast Guard service. CG Reserve service must have been actively drilling (SELRES or IRR) and in the examined rating. Temporary assignments to the IRR shall not be disqualifying if they did not exceed 90 days and were solely because of:
  - 1. An official finding of Not Fit For Duty due to a temporary medical condition; or
  - 2. Necessary delay in reassigning the candidate to a unit after release from EAD/ADSW-AC/ADSW-RC, or the candidate's relocation.

**7.C.13**

***Changes in  
General Rate  
and Rating***

- a. In order to maximize the use of reserve skills while simultaneously meeting the needs of the Service, a reservist's rating or general rate may be changed under one of three circumstances:
  - (1) En masse changes of ratings directed by the Commandant, such as consolidation of ratings or disestablishment/establishment of ratings.
  - (2) Change in general rate; a change from FA to SA, SA to FA, SN to FN or FN to SN. A reservist must be authorized to prepare for a change in general rate and must then perform the minimum requirements set forth in this section to complete the change.
  - (3) Individual lateral change in rating; defined as an individual changing rating without changing rate (e.g., BM3 to PS3). A reservist must be authorized to prepare for a lateral change in rating and must then perform the minimum requirements set forth in this section to complete the change. Lateral changes in rating are authorized based on the needs of the Service and the desires and qualifications of an individual.
- b. Letter requests to pursue change in rating must be sent either to CGPC-rpm or the servicing ISC(pf) as indicated below, via the chain of command and must include the following format, with each item addressed in the order given:

**Section C**  
**ENLISTED PERSONNEL**

- (1) New rate requested: (YN2, BM2)
  - (2) Date of enlistment and expiration of obligated service, if any: (YRMMMMDA)
  - (3) Current rate and date of rate: (e.g., FS2, BM2, YRMMMMDA)
  - (4) Number of months training in the present rate: (18, 4)
  - (5) Correspondence courses successfully completed: include all Services
  - (6) Service schools completed: (include dates and all Service branches)
  - (7) Other training applicable to both the present rating and the requested rating: (including augmentation training duties and experience)
  - (8) Other justification for the requested change (including civilian skills)
- c. Commanding officers shall endorse all requests for changes in rating. The following information shall be provided:
- (1) Statement certifying accuracy of information contained in the letter
  - (2) The individual's current billet assignment, and anticipated billet assignment if the change is approved
  - (3) Ability of the unit to train the member in the new rating
  - (4) A definite recommendation regarding the request
  - (5) Desired date of transfer from the unit, if rating requested cannot be trained at the unit
  - (6) Any information deemed pertinent to the request

**Section C**  
**ENLISTED PERSONNEL**

- d. Servicing ISC(pf)s shall:
- (1) Approve requests for changes in general rate and lateral changes in rating for personnel in pay grades E-4 through E-6. The requests for change in rating listed below, must be forwarded to CGPC-rpm for determination:
    - (a) Requests for changes to ratings that require class "A" school attendance.
    - (b) All rating change requests for E-7 and above.
  - (2) Provide a meaningful endorsement on applications forwarded to CGPC-rpm concerning the unit's capability for training both the present and requested ratings.
  - (3) Establish and maintain a system to keep track of personnel authorized to change ratings. Notify personnel when their authorization has expired, taking appropriate action to remove the reservist's training rating indicator per the section on 1354 Training Rating Indicators.& d TA
- e. Once a request for a change in general rate or a change in rating is approved, the following procedures must be followed:
- (1) Servicing PERSRUs will assign the appropriate training rating indicator to the individual.
  - (2) Personnel may not train or advance in their present (old) rating. IDT and ADT-AT training must be in the rating requested. For ADT-AT courses with rating specific prerequisites, ADT-AT orders must include the member's training rating indicator.
  - (3) Personnel must complete all performance qualifications and performance tests and all required rating nonresident courses for the requested general rate or rating up to and including the pay grade sought.
  - (4) When fully qualified, the member must be recommended, and participate in, the next regularly scheduled Service Wide Examination in the new rating; and the member's name must appear on the subsequent advancement list. The change in rating is effected on the advancement date authorized by ALCGENL announcement. If the member is not advanced during the Service Wide Exam advancement cycle, they must recompute.



**Section C**  
**ENLISTED PERSONNEL**

- (5) Personnel who have accomplished a change in rating must satisfy all applicable requirements in the new rating as of 01 January following the Service Wide Examination prior to advancement. Personnel competing for E-8 and E-9 are required to meet the special requirements of those paygrades.
- f. Changes in rating must be completed within three years.
  - (1) Such authorization expires on 1 January immediately after the three year period following the date the authorization was granted.
  - (2) Reservists may request an extension of the time limit (via letter by chain of command to the servicing ISC(pf)) with full documentation as to why the change in rating was not completed in the allotted time and what steps will be taken to complete the change in rating.
  - (3) Servicing ISCs are authorized to grant a single one-year extension in extenuating situations.
  - (4) Extensions exceeding one year must be forwarded to CGPC-rpm for determination. If the time limitation has expired and no extension of the time limitation has been requested or granted, the authorization is canceled, the reservist's training rating indicator shall be removed and training in the original rating shall be resumed.

**7.C.14**  
**Advancement**  
**of Personnel**  
**who Passed**  
**SWE**

- a. Personnel who scored above the cutoff as of their date of their RELAD on active duty Service Wide Examination for advancement to E-5 or E-6 within 1 year of their separation from active duty, but were not advanced for any reason other than disciplinary, may be advanced without taking a Reserve Service Wide Examination if:
  - (1) The unit commanding officer recommends their advancement within 1 year of their separation from active duty.
  - (2) The candidate's advancement multiple was at least as high as the lowest multiple used in advancing a reservist on the same exam.
  - (3) No Service Wide Examination for that rate has been taken by the candidate since passing that examination.
  - (4) There are existing vacancies within the rate for which advancement is requested.

**Section C**  
**ENLISTED PERSONNEL**

- b. Recommendations for advancement to pay grades E-7, E-8, or E-9 under this section will not normally be approved unless there is a severe shortage in the requested rate in the Coast Guard Reserve.
- c. Personnel in this category must meet all the requirements prior to being advanced.
- d. HRSIC(ADV) will determine whether the individual's score and advancement multiple are high enough to be considered for advancement in the Coast Guard Reserve. Therefore, all requests for advancement under this provision must be submitted to HRSIC(ADV) with a copy of last active duty Service Wide Exam profile letter containing the final multiples. Include all information that would help in reaching a decision. Requests shall not be forwarded in those instances where the current CGPC letter 1430 indicates a cutoff of zero.
- e. Personnel eligible for advancement under this paragraph shall be advanced on the day specified.

**7.C.15**  
***Effective***  
***Date of***  
***Advancement***

- a. The policy contained in the Personnel Manual COMDTINST M1000.6 (series) applies to enlisted members with the following modifications:
  - (1) Advancements not effected within the 90 day PMIS window due to administrative oversight shall be referred to HRSIC(ADV) for determination. CGPC-rpm is the designated appeal authority. Retroactive date of advancement is determined by the circumstance of each case, but retroactive pay can never be authorized. Pay is determined by the authorization date. Full documentation of retroactive advancement requests is critical for determination of the proper date of advancement. The following information must be furnished:
    - (a) The date requirements were completed.
    - (b) A copy of the dated letter from the commanding officer recommending the member.
    - (c) A statement from the commanding officer detailing the circumstances of the late submission.
    - (d) Any supporting documentation assisting the decision process.

**Section C**  
**ENLISTED PERSONNEL**

**7.C.16**

***Not assigned***

**7.C.17**

***Investigator  
(IV) Rating***

- a. The IV rating is an emergency rating which provides personnel in pay grades E-4 through E-9. The authorized IV rating strength for each servicing ISC has been established by the Commandant. Servicing ISCs shall not exceed their authorized strength per pay grade for IV personnel without prior approval of CGPC-rpm.
- b. Entrance to the IV rating is through the direct petty officer (RX) program or by lateral from another rating. There is no direct path of advancement from E-3 to IV3. Laterals to IV are normally authorized only at the E-4 and E-5 level.
  - (1) IVs are required to hold Coast Guard Investigative Service (CGIS) special agent credentials, have normal color perception, hearing and be eligible for a top secret clearance. Members who do not qualify to hold special agent credentials will not be eligible for entrance into the IV rating. Applicants selected for entrance in the IV rating will be eligible for the HA qualification code. If the member is unable to meet any of these requirements for a period of more than three months, the member must:
    - (a) If unobligated, transfer into the IRR, request lateral to another rating or be discharged. Members who do not hold credentials will not be eligible for advancement.
    - (b) If obligated, request lateral into another rating for which they are eligible. If no lateral opportunities exist, the member may be discharged at the Service's convenience.

**Section C**  
**ENLISTED PERSONNEL**

- (2) Assignment to the IV rating requires current employment in a law enforcement field (i.e., police officer, federal agent, etc.) and civilian education in the investigation field. Lateral changes in rating to IV will not be authorized for E-6 and above. Members requesting lateral into the IV rating must submit their request via their chain of command to their servicing ISC(pf). The ISC will consult the appropriate Special Agent in Charge before approving the lateral. The Special Agent in Charge reviews the request ensuring the member meets all requirements to hold Special Agent credentials, meets all other IV rating requirements and ensures that a vacant billet exists.
  - (3) IVs will normally be assigned to IV billets only. If opportunities for "overbilleting" exist, IVs will normally be assigned to work for Special Agents in Charge.
  - (4) The chain of command for IVs is their supervisor, the regional Special Agent in Charge, Commandant (G-O-CGIS) and the servicing ISC(pf) for administrative purposes.
- c. Service Wide Examinations and correspondence courses for pay grades below E-5 are waived until their availability is announced.
  - d. All requirements for eligibility for advancement which were not modified by the above must be met for advancement within the IV rating.

**7.C.18**

**Advancement**

**After Reduction**

The policy contained in the Personnel Manual COMDTINST M1000.6 (series) shall apply to Reserve enlisted members with the following modifications:

- a. When the reduction was made for sub-standard performance as distinguished from reduction as punishment, the individual may be recommended to compete in a Service Wide Examination, if required, after serving one-half the normal number of required months in pay grade and in the SELRES.
- b. Members who voluntarily request a reduction in rate for the purpose of going on EAD will have their rate restored on the day following termination of active duty.

**Section C**  
**ENLISTED PERSONNEL**

**7.C.19**

**Designators**

- a. The policy contained in the Personnel Manual COMDTINST M1000.6 (series) shall apply to CG Reserve enlisted members with the following modifications:
- b. Designators will be assigned as specified below:
  - (1) Commanding officers of training centers, Headquarters units conducting basic petty officer training, and Navy commands designated as personnel accounting units shall assign designators to personnel serving in pay grades E-2 and E-3 who complete a class A school but are not advanced to pay grade E-4 upon graduation.
  - (2) Servicing ISCs and commands exercising administrative and accounting control over nonrated members attending Navy basic petty officer courses, shall assign designators to E-2 and E-3 personnel who complete class A school but are not advanced upon graduation to E-4.
  - (3) Servicing ISCs may also assign designators to members who are authorized to pursue a lateral change in rating requiring ISC level approval.
  - (4) CGPC-rpm may, upon individual application, authorize the assignment of an appropriate designator to personnel who:
    - (a) Are advanced to E-2 or E-3 and formerly served or were designated as petty officers, but were reduced to E-1.
    - (b) Are authorized to pursue a lateral change in rating requiring CGPC-rpm approval.
    - (c) Commanding officers will assign designators to reservists reduced from a petty officer grade to E-2 or E-3, except under the following circumstances:
      - 1 Reduction for sub-standard performance,
      - 2 Reduction from a rating which requires eligibility for a security clearance and the individual is no longer eligible for a security clearance,

**Section C**  
**ENLISTED PERSONNEL**

3 Reservists who were authorized to pursue a change in rating, prior to being reduced in grade. (see section on Training Rating Indicators)

(5) Designators may also be assigned by special authority of CGPC-rpm.

**7.C.20**

***Training Rating a.***  
***Indicators***

Training rating indicators are used to identify members who are authorized a lateral change in rate and for non-rates authorized to "strike" for a particular rating. Training rating indicators allow members to be assigned to RPAL billets and attend schools in the new rating. Training Rating Indicators are written in parentheses after an individual's general rate or rate (i.e., BM2(PS) with PS being the new rating sought). Uniform patches are not worn to indicate a training rating indicator.

- b. Unit commanding officers shall assign a training rating indicator to each non-designated reservist, pay grades E-2 and E-3, signifying the member's training rating (FA, SA, FN or SN unless the member is a designated striker).
- c. The PERSRU shall complete a personnel action code R920 per Chapter 7 of the PMIS Forms Guide, assigning a training rating indicator to those personnel authorized.
- d. Training rating indicators shall be removed when:
  - (1) Personnel are advanced to E-4,
  - (2) The lateral change in rate is successfully completed, or
  - (3) The authorization to pursue the lateral change expires.

**Section C**  
**ENLISTED PERSONNEL**

**7.C.21**

**Reduction in  
Rate**

- a. The policy contained in the Personnel Manual COMDTINST M1000.6 (series) shall apply to Reserve enlisted members with the following modifications:
- (1) Commanding officers of servicing ISCs may authorize reductions in rate for sub-standard performance of any Reserve enlisted member in pay grades E-1 through E-6. Before a reduction is authorized, the member shall complete a 24 IDT drill probationary period during which they will be evaluated for competency in performing the duties of their rate. The member must be notified in writing before the start of the probationary period.
  - (2) In all cases of reduction or recommendation of reduction for sub-standard performance, a detailed report (and for CPOs, a report of the board of investigation) shall be forwarded to the servicing ISC(pf), with the acknowledged "page 7" as an enclosure. Reports and recommendations concerning E-7 and above will be forwarded, via the chain of command, to CGPC-rpm.

**Section D**  
**SERVICEWIDE EXAMINATIONS**

**Section Overview**

**Introduction**      This section provides guidance on the Reserve Service Wide Exam.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
7.D.1	General	7-D-2
7.D.2	Eligibility	7-D-2
7.D.3	Substitute Examinations	7-D-2
7.D.4	Educational Services Officer Check-Off List	7-D-4



**Section D**  
**SERVICEWIDE EXAMINATIONS**

**7.D.1**

**General**  
**M1000.6**

- a. The provisions of the CG Personnel Manual COMDTINST (series) apply to Reserve enlisted members except as specifically modified by this section. Unless otherwise noted, substitute CGPC-rpm for CGPC-epm.
- b. IDT orders will be issued for members to participate in the SWE.

**7.D.2**

**Eligibility**

Reservists may compete for advancement in the Reserve Service Wide Exam except in the following circumstance:

- a. Candidates who do not have two years of pay status eligibility remaining, as computed from 01 January following the Service Wide Exam, may not compete for advancement to paygrade E-7 and above.
- b. Reservists serving on extended active duty (EAD) shall participate according to the policy outlined in the Enlisted Personnel section of this instruction.
- c. Reservists serving on non-consecutive ADSW (formerly SADT/TEMAC) may compete in the Reserve Service Wide Examination at either their current unit or their drilling unit. The member's testing center will be coordinated in advance by the member.

**7.D.3**

**Substitute**  
**Examinations**

- a. Reservists who, through no fault of their own, were unable to participate in the Service Wide Examination may request a substitute exam. Requests must be carefully reviewed for valid justification based on the following criteria.
  - (1) A regularly scheduled examination must have been ordered for the member.
  - (2) Absence from the regularly scheduled examination must have been through no fault of the member, and, in general, the direct result of:
    - (a) Emergency reasons such as severe illness or death in the immediate family.
    - (b) Incapacitating illness or injury of the member, verified by a doctor's statement.

**Section D**  
**SERVICEWIDE EXAMINATIONS**

- (c) Operational commitments.
- (3) Except in unusual circumstances, administrative delay in requesting submission for waiver of eligibility requirements or for service record information is not considered appropriate justification.
- b. The commanding officer shall submit a message request providing justification for the substitute examination to HRISC(ADV) (formerly PPC), with CGPC-rpm as information addressee.
- c. Substitute examinations will be issued only if they can be administered within 10 days after receipt.
  - (1) Those candidates who are unable to meet the 10 day regulation shall participate in the next Reserve Service Wide Examination.
  - (2) Substitute examinations must be returned to HRSIC(ADV) within 13 days after the date in which the regularly scheduled Reserve Service Wide Exam was administered..
  - (3) Substitute exams arriving after 13 days will not be scored.
- d. Substitute exams shall not be provided to members in confinement or in a disciplinary status.
- e. HRSIC(ADV) is the primary point of contact for all inquiries, waivers, and questions regarding Reserve Service Wide Examinations. CGPC-rpm is the designated appeal authority.

**Section D**  
**SERVICEWIDE EXAMINATIONS**

**7.D.4**

**Educational  
Services  
Officer Check-  
Off List**

The following check-off list is intended as a guide for unit Educational Services Officers to aid them in ensuring that key action dates are met for all candidates. This check-off list may be reproduced locally and revised to meet the needs of the unit.

<b>Action Required</b>	<b>Time Factor</b>
Forward requests for waiver of eligibility requirements to CGPC-rpm.	NLT Apr drill.
CO determines prospective personnel to be recommended.	NLT May drill.
Forward requests for change in rating to the servicing ISC(pf).	As occurring.
Compute time in pay grade; time in SELRES and total service.	Thru 1 Jan following exam.
Compute days ADT.	Thru 31 July.
Compute time of completion of eligibility requirements except time in pay grade and time in SELRES.	To be completed at time of recommendation.
Ensure members verify PDEs and forward annotated discrepancies to the PERSRU.	NLT Aug drill.
Establish examining board.	NLT 60 days prior to exam.
Senior member convenes examining board to review procedures.	60 days before examination.
Administer examination	On date directed by CGPC-rpm
Return answer sheets, and related materials to the HRSIC with original of shipping list.	Immediately after examination date.
Request substitute exam from HRSIC.	Request must arrive at HRISC NLT 9 days after examination date.
Administer substitute examinations.	NLT 10 days after receipt.
Return substitute answer sheets, and related materials to HRSIC.	NLT than 13 days after examination date.
Notification of exam results.	NLT 31 Dec.
Withdrawal of recommendation.	As occurring.
Update unit records to reflect advancement.	Date specified in ALCGENL or ALCGRSU

**Section E**  
**CASUALTIES AND MEDICAL BENEFITS**

**Section Overview**

**Introduction**      This section contains information on casualties and medical benefits.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
7.E.1	General	7-E-2
7.E.2	Casualties	7-E-2
7.E.3	Injury - On Active Duty for Greater Than 30 Days	7-E-2
7.E.4	Injury - On Active Duty for 30 Days or Less, or on IDT	7-E-2
7.E.5	Issuance of NOE	7-E-2
7.E.6	Pay and Allowances While on NOE	7-E-4
7.E.7	Payment of Medical Bills	7-E-4
7.E.8	Payment of Travel Costs	7-E-4
7.E.9	Process Flow and Samples	7-E-4

**Section E**  
**CASUALTIES AND MEDICAL BENEFITS**

**7.E.1**

**General**

Unit commanders shall ensure reserve members receive immediate medical treatment when injured in a duty status. The servicing ISC(pf) must be notified if casualty notice or Notice of Eligibility (NOE) is required.

**7.E.2**

**Casualties**

Handle exactly as with active duty (AD) whether the member is in an active or inactive duty status. Notify the servicing ISC(pf) in addition to regular notifications.

**7.E.3**

**Injury-  
On Active  
Duty for  
Greater Than  
Days**

Handle exactly as with AD. Notify the servicing ISC(pf) in addition to regular notifications. The member shall remain on active duty until Fit for Full Duty (FFD) or separated.

**7.E.4**

**Injury-  
On Active  
Duty for 30  
Days or Less,  
or on IDT**

Notify the servicing ISC(pf) immediately. If the member will be FFD before the end of the duty period, a NOE will not be issued. If the member will not be FFD by the end of the duty period, the orders may not be terminated. Members are authorized treatment and medication for only the condition covered by the NOE. Members who are NFFD shall not drill for pay or points until declared FFD unless authorized by CGPC-rpm.

**7.E.5**

**Issuance  
of NOE**

- a. The information required by this section must not be confused with the guidelines used for determining misconduct, or line of duty status, contained in the Administrative Investigations Manual, COMDTINST M5830.1.
- b. Commanding Officer, ISC is the sole NOE issuing authority. Upon determination that the member will require a NOE, the unit shall provide the servicing ISC(pf), via letter, the following information:
  - (1) Member's full name, rate or grade, and SSN.
  - (2) Duty status (AD, IDT, traveling to or from duty site) at the time the injury occurred and the time and dates of the duty period.
  - (3) Date, time, place, and circumstances of the injury.

**Section E**  
**CASUALTIES AND MEDICAL BENEFITS**

- (4) Nature of injury, estimated period of impairment, and anticipated disposition.
- (5) If hospitalized: Date, time, place, and estimated period of hospitalization. Address of hospital, name of attending physician, and admission diagnosis.

If not hospitalized: Date, time, name, and address of clinic or physician's office where member was treated. Name of attending physician and diagnosis. Time and date of member's release and physician's prescribed treatment, including follow-up treatments, e.g., *"Member departed medical clinic at 0120 on 14 October 1997. Attending physician recommended two days bed rest. Member is to return to medical clinic for follow-up on 17 October 1997."*

- (6) Admission diagnosis, if possible.
  - (7) Opinion as to whether the injury was incurred in the line of duty. Where doubt exists, indicate "undetermined" and refer to the procedures contained in the Administrative Investigations Manual, COMDTINST M 5830.1.
  - (8) Complete home and work addresses and phone numbers of the member. Where possible, include the name and phone number of the member's civilian employment supervisor.
- c. In the rare instance where a Personnel Casualty Report is also required, repeated information need only be referenced.
  - d. The servicing ISC(pf) shall issue an NOE for a period not to exceed 10 weeks, or until the member has been declared FFD (samples provided in 7-E-9). Upon determination that the member will require treatment beyond the first 10 week period of the NOE, unit commanders shall notify the servicing ISC(pf) and initiate an Initial Medical Board (IMB). The servicing ISC(pf) shall request an extension of the NOE from CGPC-rpm. Continuation of NOE is contingent upon physician certification verifying continued treatment will provide benefit.

**Section E**  
**CASUALTIES AND MEDICAL BENEFITS**

**7.E.6**

***Pay and  
Allowances  
While on  
NOE***

In accordance with the provisions contained in 37 U.S.C. 204 (g) and (h), members on a NOE may be eligible for military pay and allowances. Confirmation of such may be received from CGPC-rpm on a case by case basis. The TONO and accounting data must be recorded on the NOE. Funding for pay and allowances shall be issued by COMDT(G-WTR-3). Pay and allowances are not authorized to extend beyond a 6 month period unless determined by COMDT(G-WTR) to be in the interest of fairness and equity to the member. Members are required to certify medical status and pay claims for each desired pay period. Pay will not be authorized without both the member's and medical treatment facility's certification.

**7.E.7**

***Payment  
of Medical  
Bills***

Medical bills incurred while member is either on a NOE or in a duty status are paid in the same manner as for AD. Forward bills with the supporting documentation to MLC(kma).

**7.E.8**

***Payment  
of Travel  
Costs***

If required, the servicing ISC(pf) is responsible for issuing additional TONOs and accounting data strings to cover travel costs incurred while members are on NOEs, unless travel is ordered by separate authority.

**7.E.9**

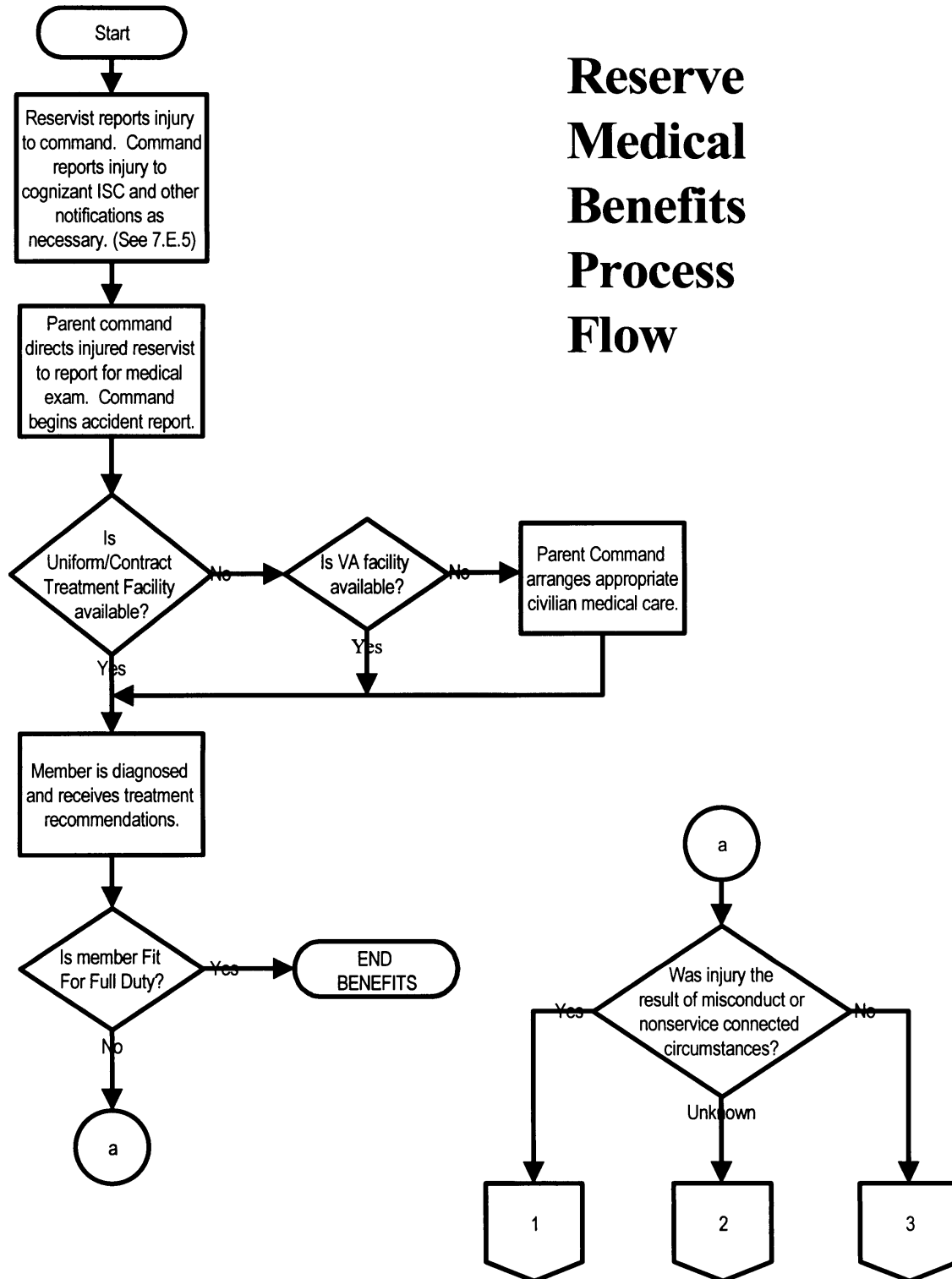
***Process Flow  
and Samples***

The following pages contain:

- a. Process flow-charts for reserve medical benefits.
- b. Sample "Disability Orders and Notice of Eligibility for Disability Benefits (NOE). Note: Form CG-4676 no longer in use. Letter contains all necessary information.
- c. Sample "Certificate of Claim for Compensation." Must be completed by the member and the medical treatment facility. Pay and Allowances will not be authorized without proper certification.
- d. Timeline for Notice of Eligibilities.

Section E  
CASUALTIES AND MEDICAL BENEFITS

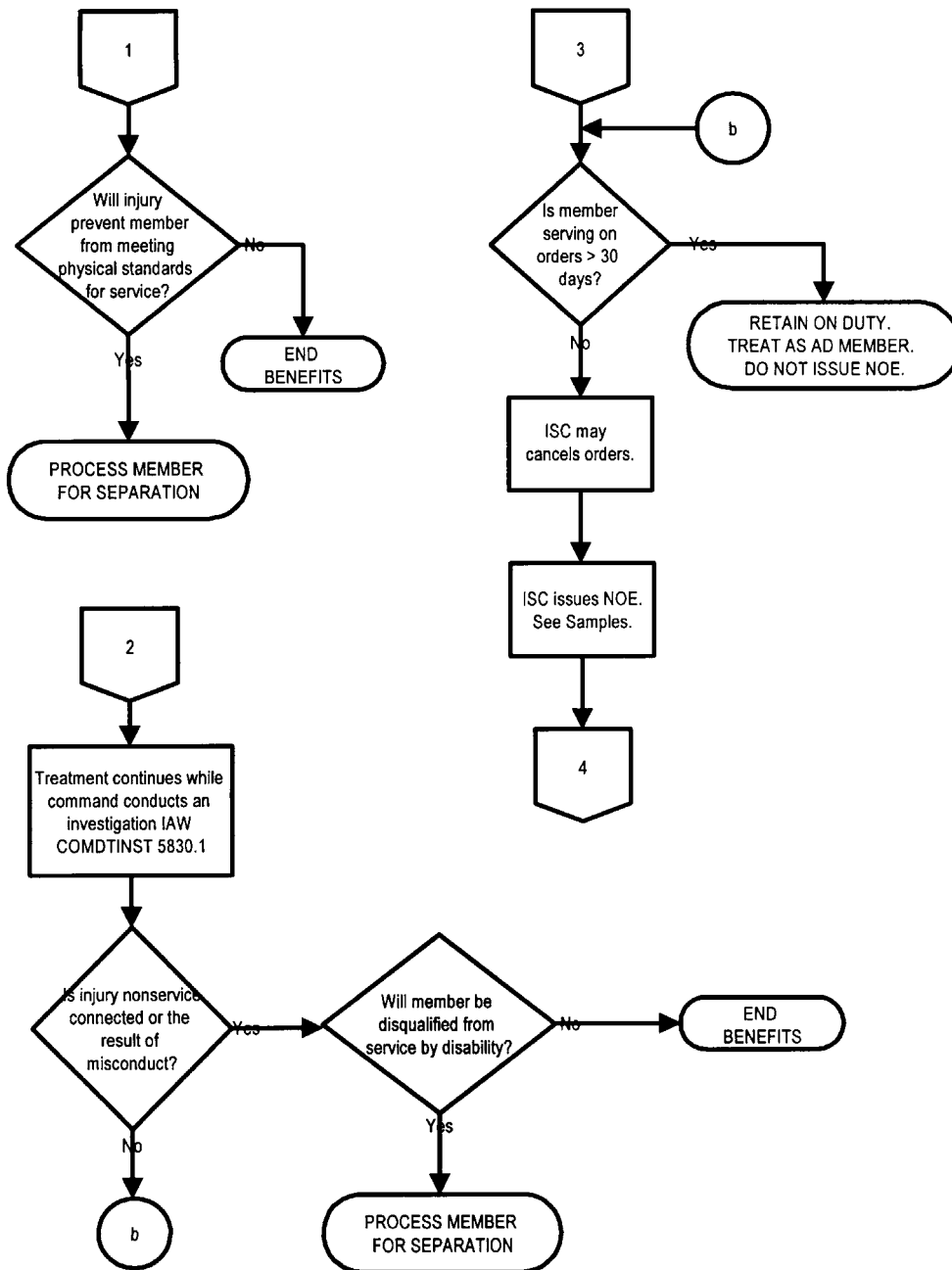
# Reserve Medical Benefits Process Flow



Reserve Medical Benefits Process Flow Chart

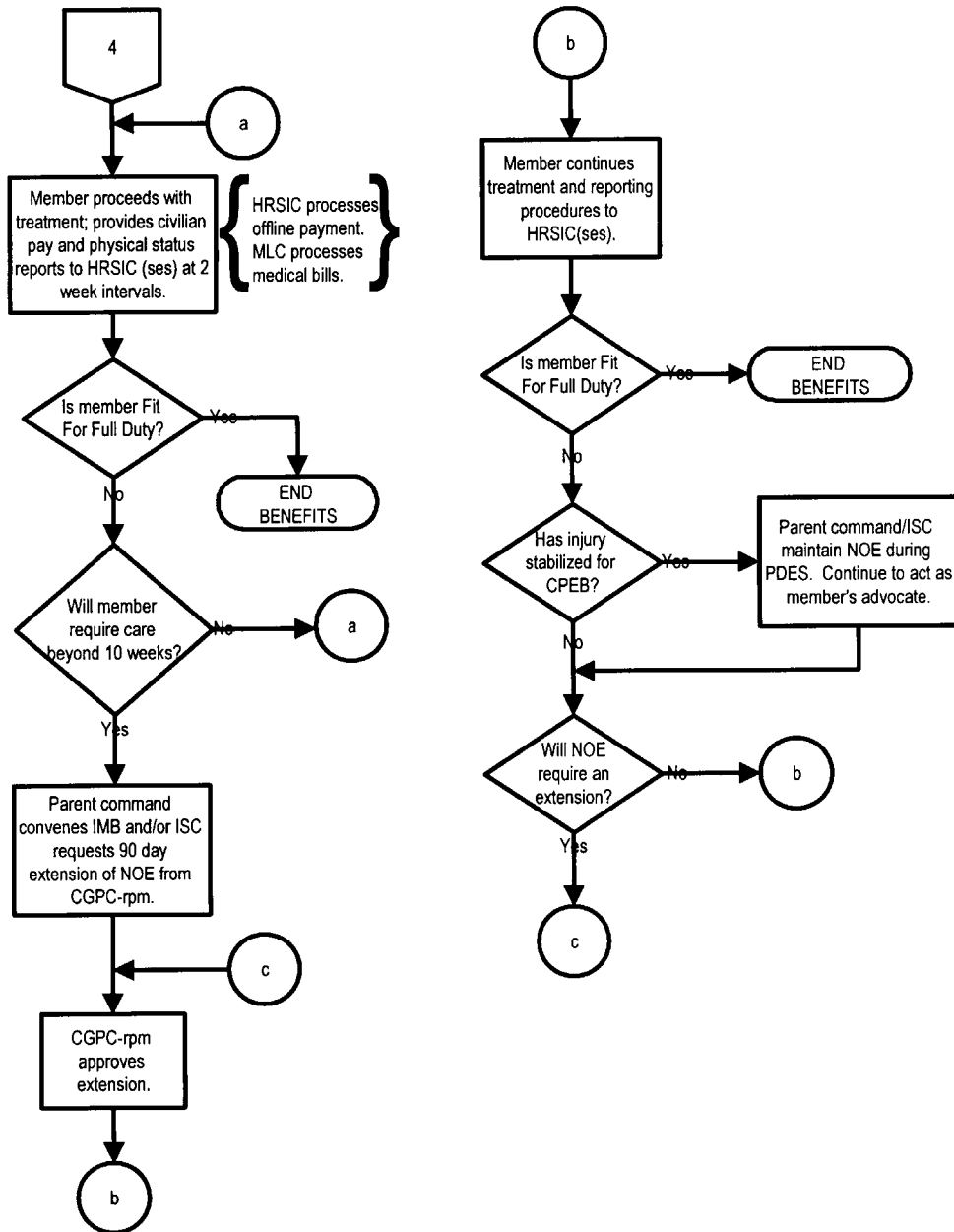


**Section E**  
**CASUALTIES AND MEDICAL BENEFITS**



**Reserve Medical Benefits Process Flow Chart (Cont)**

**Section E**  
**CASUALTIES AND MEDICAL BENEFITS**



**Reserve Medical Benefits Process Flow Chart (Cont)**

Section E  
CASUALTIES AND MEDICAL BENEFITS  
*Sample NOE Letter (page 1 of 3)*  
*(with endorsement)*

6310

date

From: Commanding Officer, Coast Guard Integrated Support Command \_\_\_\_\_  
To: **RANK/NAME/SSN, USCGR**

Subj: DISABILITY ORDERS AND NOTICE OF ELIGIBILITY FOR  
DISABILITY BENEFITS (NOE)

Ref: (a) **(Original Orders of Member)**  
(b) Reserve Policy Manual, COMDTINST M1001.28, Chapter 7-E

1. You are determined to be Not Fit For Duty (NFFD) as the result of **(choose one of the following: 1. Injury; 2. Illness or disease)** incurred while performing a period of duty directed by reference (a). According to the provisions of reference (b), you are issued Disability Orders and Notice of Eligibility for Disability Benefits (NOE) beginning **0000, DD MMM YYYY**. This NOE cancels the authority contained in reference (a), and entitles you to **(choose one of the following: 1. Medical benefits only; 2. Medical benefits plus active duty pay and allowances)**, under the following TONO and accounting data:  
**(Record TONO and Accounting Data Here)**

The continued provisions of this NOE are contingent upon final determination of service connection, and the absence of misconduct or fraud regarding your condition. Treatment and medication are authorized only for the condition covered by this NOE, at the treatment facilities designated by this command. Use of unauthorized facilities or treatment programs cancels the provisions of this NOE.

2. While the provisions of the NOE are in effect, the following requirements apply **include below paragraphs a., b., and c., for medical benefits only; all below paragraphs for pay and allowances)**:
  - a. You may not attend drills or perform any period of active duty until declared Fit for Full Duty (FFD). You may not receive retirement point credit for any periods of duty performed in conjunction with this NOE.
  - b. If you are not found FFD by the eight week point of this NOE, you shall be ordered to an Initial Medical Board (IMB) unless otherwise directed.
  - c. This NOE shall remain in effect no longer than ten weeks unless extended by Commander, Coast Guard Personnel Command (rpm).

**Section E**  
**CASUALTIES AND MEDICAL BENEFITS**  
***Sample NOE Letter (page 2 of 3)***  
***(with endorsement)***

6310

date

Subj:   DISABILITY ORDERS AND NOTICE OF ELIGIBILITY FOR  
          DISABILITY BENEFITS (NOE)

d. For each period you desire pay and allowances, you must complete the certification requirements contained in both the upper and lower portions of enclosure (1), Certificate of Claim for Compensation. Certifications must be dated the same date as your visit to the medical facility. You may not certify multiple pay periods with one certification sheet unless authorized by this command. Your receipt of pay and allowances depends upon providing these certifications promptly.

e. Each claim for pay and allowances must report all civilian income and compensation you receive while on this NOE. Compensation includes any form of worker's compensation, income insurance, disability payments, pension benefits, Veterans Administration benefits, unemployment benefits, or any claims you have pending with these programs.

f. According to federal statute contained in 37. U.S.C. 204, pay and allowances may not be provided for a period of greater than 6 months unless directed by Commandant (G-WTR).

3. Please complete and return to this command the attached endorsement to this NOE, enclosure (2).

***X. X. XXXXX***  
***By direction***

Copy: CGPC-rpm  
      HRSIC(ses)  
      MLCPAC/LANT(kma)  
      (member's unit)

Encl: (1) Certificate of Claim for Compensation  
      (2) First endorsement on ISC \_\_\_\_\_ ltr 6310 of DD MMM YYYY

Section E  
CASUALTIES AND MEDICAL BENEFITS  
*Sample NOE Letter (page 3 of 3)*  
(with endorsement)

6310

FIRST ENDORSEMENT on ISC \_\_\_\_\_ ltr 6310 of DD MMM YYYY

From: RANK/NAME/SSN, USCGR

To: Commanding Officer, Coast Guard Integrated Support Command \_\_\_\_\_

Subj: DISABILITY ORDERS AND NOTICE OF ELIGIBILITY FOR  
DISABILITY BENEFITS (NOE)

1. I (circle one) accept/decline receipt of subject named Disability Orders and Notice of Eligibility for Disability Benefits (NOE), and understand the requirements and provisions as set forth. My current telephone numbers are:

Home: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Work: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

MEMBER'S SIGNATURE/DATE

**Section E**  
**CASUALTIES AND MEDICAL BENEFITS**  
***Certification of Claim for Compensation***

Date: \_\_\_\_\_

From: \_\_\_\_\_  
To: Commanding Officer, Coast Guard Integrated Support Command \_\_\_\_\_

1. I hereby certify that during the pay period from \_\_\_\_\_ to \_\_\_\_\_, I have not received nor have I a claim pending with the Veterans Administration or my current employer for any income, pension, disability allowance, or disability compensation.

2. A letter from my employer which contains the certifications noted below is attached. My civilian employment supervisor is \_\_\_\_\_, who can be reached at (\_\_\_\_) \_\_\_\_ - \_\_\_\_.

3. I received Workers Compensation in the amount of (if none, so state):  
\$ \_\_\_\_\_

Member's Signature

***Civilian Employment:*** When submitting each claim for pay and allowances due to lost time from civilian employment, the below medical certification must be completed. You must attach a letter from your civilian employer certifying that you have not been able to work due to your injury, that you have not received any compensation from your employer for that period of time, amount of pay you would have received had you worked, employer's address and name of civilian employment supervisor.

***Workers Compensation:*** Indicate any Workers Compensation you received because of time lost due to your injury. If you did not receive Workers Compensation, a statement to that effect is required.

---

***Certificate of Physical Condition by Medical Authority***

This is to certify that \_\_\_\_\_,

USCGR was undergoing medical treatment by me from \_\_\_\_\_ to \_\_\_\_\_, or was confined in the hospital or equivalent facilities, and was unable to perform the military duties to which s/he would normally be assigned.

Member's Duty Status: \_\_\_\_\_.

Progress report and prognosis as of \_\_\_\_\_ (date).

Name and address of treatment facility (use address stamp if available:

Signature and Title of Medical Authority

**Section E**  
**CASUALTIES AND MEDICAL BENEFITS**  
*Timeline for Notices of Eligibility*

Required Action	Date of Action By		
	Member	Unit	ISC
Injury occurred	_____		
Injury reported to command	_____		
Accident report initiated			
Command notified ISC immediately		_____	
Order member for medical exam		_____	
Diagnosed and treatment recommended	_____		
Member NFFD, orders terminated		_____	
Command determines NOE needed		_____	
Command notifies ISC of:			
Name, etc.		_____	
Duty status		_____	
Date of duty		_____	
Time of duty		_____	
Date of injury		_____	
Place of injury		_____	
Circumstances		_____	
Nature of injury		_____	
Estimated period impaired		_____	
Anticipated disposition		_____	
Date of hospitalization		_____	
Time of hospitalization		_____	
Place of hospitalization		_____	
Estimated hospital stay		_____	
Name civilian doctor		_____	
Address of hospital		_____	
Admission diagnosis		_____	
Line of duty opinion		_____	
Undetermined investigated		_____	
Member's home/work address		_____	
Member's phone numbers		_____	
Name of civilian supervisor		_____	
Issue NOE not to exceed 10 weeks			_____
Treatment begun	_____		
Status and pay reports every 2 weeks	_____		
Determine treatment more than 10 weeks		_____	
Notify ISC more than 10 week treatment		_____	
Initiate initial medical board		_____	
Physician certification of treatment benefit			_____
Request NOE extension from CGPC-rpm			_____
Request pay authorized by CGPC-rpm			_____
Pay and allowances less than 6 months			_____
Duty status certified pay period	_____		
No pay w/o certification			_____
Bills/documentation forwarded to MLC(kma)		_____	
End of extension FFD status		_____	
Begin PDES process		_____	

**Chapter 8**  
**SEPARATIONS FROM THE SERVICE**

**Chapter Overview**

**Introduction**      This chapter provides information on Separations from the Service.

**In this Chapter**

<b>Section</b>	<b>Description</b>	<b>See Page</b>
<b>A</b>	Separation of Officers	8-A-1
<b>B</b>	Separation on Enlisted Personnel	8-B-1
<b>C</b>	Retirement	8-C-1
<b>D</b>	Disability Retirement & Severance Procedures	8-D-1
<b>E</b>	Regulation for Implementation of Transition Programs for Members of the Coast Guard SELRES	8-E-1



Chapter 8  
SEPARATIONS FROM THE SERVICE

**Section A**  
**SEPARATION OF OFFICERS**

**Section Overview**

**Introduction** This section provides information on the separation of officers. The provisions of this section apply to Reserve officers not serving on extended active duty. Reserve officers serving on extended active duty will be separated per the Personnel Manual, COMDTINST M 1000.6 (series).

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
8.A.1	General	8-A-2
8.A.2	Types	8-A-2
8.A.3	Mandatory Separation for Age	8-A-4
8.A.4	Interservice Transfer	8-A-5
8.A.5	Resignation	8-A-6
8.A.6	Form of Resignations	8-A-7
8.A.7	Revocation of Commissions	8-A-9
8.A.8	Failure of Selection	8-A-10
8.A.9	Dismissal or Dropping from the Rolls	8-A-12
8.A.10	Separation for Cause	8-A-12
8.A.11	Separation of Captains,	8-A-14

**Section A**  
**SEPARATION OF OFFICERS**

**8.A.1**  
**General**

Coast Guard Reserve officers are appointed by the President or Secretary and no terminal date of appointments are established. Once an individual has legally accepted a commission or warrant in the Coast Guard Reserve and has executed the oath of office the individual has acquired a status which continues until it is legally terminated. Complete separation from the Coast Guard Reserve is accomplished by (any one):

- a. Acceptance of resignation.
- b. Dismissal.
- c. Revocation of commission or warrant.
- d. Dropping from the rolls.
- e. Termination of commission.
- f. Discharge for cause.

**8.A.2**  
**Types**

The types of officer discharges which may be issued to Reserve officers and the detailed procedures for issuance are discussed below. Officers who are totally separated from the Coast Guard Reserve will be entitled to one of the types of discharge certificates described in this paragraph.

- a. ***Honorable Discharge.***  
Generally an honorable discharge certificate will be granted to officers under circumstances which would warrant such a discharge in the case of an enlisted member of the Coast Guard Reserve. The following standards will govern the issuance of honorable discharge certificates:
  - (1) Acceptance of unqualified resignations,
  - (2) Discharge because of failure of selection for promotion,
  - (3) Administrative separation for cause for reasons specified in the Personnel Manual, COMDTINST M1000.6 (series), or
  - (4) Other conditions generally resulting in an honorable discharge for enlisted personnel.

**Section A**  
**SEPARATION OF OFFICERS**

b. **General Discharge.**

A general discharge certificate will be granted to officers administratively separated for cause where the cause for separation or the previous record of the officer concerned is of such a nature as to preclude honorable discharge but is not of such a nature as to require discharge under conditions other than honorable. For example:

- (1) Acceptance of resignations
- (2) Separation for cause

c. **Discharge Under Other Than Honorable Conditions.**

A discharge under other than honorable conditions generally will be awarded officers separated other than by dismissal pursuant to sentence of a general court-martial, whenever the circumstances promoting separation are not deemed consonant with traditional naval concepts of **honor**. Examples of situations in which this type of discharge will be awarded are:

- (1) Acceptance of a resignation to escape dismissal. Such resignations are typified for the good of the service. See section on **Forms of Officer Resignations**.
- (2) Acceptance of a resignation for the good of the service and to escape trial by court-martial. This type of resignation must be submitted on the form described in the section on **Forms of Officer Resignations**.
- (3) Acceptance of a resignation for the good of the service. This type of resignation must be submitted on the form described in the section on **Forms of Officer Resignations**.
- (4) Separations of officers by reason of record of conviction by civil authorities of criminal charges (except for officers dropped from the rolls).
- (5) Separations for other reasons which could result in the award of an under other than honorable conditions or bad conduct discharge of an enlisted member.

**Section A**  
**SEPARATION OF OFFICERS**

- d. ***Dismissal by Sentence of General Court-Martial.***  
Officers dismissed from the service by sentence of a general court-martial will not be awarded a certificate of discharge of any of the characters set forth in this paragraph. Their only separation document will be a letter signed by the Secretary or an official to whom the Secretary has delegated the function, informing the officer concerned of the trial, conviction, sentence, departmental action upon and approval of the sentence and the fact of the dismissal. This is the lowest type of separation from the service for officers. It is in all respects equivalent to a dishonorable discharge.
- e. ***Administrative Separation.***  
In all cases in which administrative separation of an officer from the service is being recommended, the authority so recommending shall further make recommendation as to the type of discharge which should be awarded in accordance with this paragraph.
- f. ***Issuing Authority.***  
Ultimate determination as to the name and character of total separation of any officer shall be made by CGPC-rpm. In this connection it is to be emphasized that the foregoing certificates of discharge will be signed by the Commandant alone. Under no circumstances will any unit issue any form of certificate of discharge to a warrant or commissioned officer separated from the service.

**8.A.3**  
***Mandatory***  
***Separation***  
***for Age***

Reserve officers who are ineligible for retirement will be discharged without board proceedings on the day they reach age 60, (14 U.S.C. 742) unless retained to complete 20 years of satisfactory Federal service or the day they reach age 62, whichever is first (10 U.S.C. 12646).

Flag officers can be retained until the day they reach age 64, unless they request earlier retirement.

**Section A**  
**SEPARATION OF OFFICERS**

**8.A.4**

***Interservice  
Transfer***

- a. The authority for transfers of officers to the Coast Guard Reserve from other Reserve components is contained in the Recruiting Manual, COMDTINST M1100.2 (series).
- b. Requests for transfer to other Reserve components may be initiated by the individual reservist or the Coast Guard with the consent of the officer concerned. Requests for transfer will be forwarded via the chain of command to the CGPC-rpm for decision along with the specific recommendations of the servicing ISC. When practicable, requests must include a Request for Discharge or Clearance from Reserve Component (DD Form 368).
- c. Transfers of officers will normally be approved provided one of the following conditions is met:
  - (1) The officer has no opportunity to affiliate with a Coast Guard unit within a reasonable distance of the home or place of business of the officer, but would have the opportunity to affiliate with a drilling unit of the Armed Force to which transfer is desired, and would agree to such affiliation if a transfer is effected.
  - (2) The officer has special experience or professional, educational, or technical background which would be of greater value to the gaining Armed Force and which outweighs the value of previous training in the Coast Guard Reserve.
  - (3) The transfer would serve the best interests of the national defense effort and of the officer concerned to such a degree as to outweigh the value of previous training in the Coast Guard Reserve.
  - (4) The officer concerned has applied for and the gaining Armed Force desires the officer for its officer training program.
  - (5) The reservist has been accepted for enlistment in the critical skill program.

**Section A**  
**SEPARATION OF OFFICERS**

- d. A completed Discharge or Clearance from Reserve Component, DD Form 368, will constitute conditional release from the Coast Guard Reserve. Transfer to another Reserve component will be accomplished when discharged by the Coast Guard Reserve. Such discharges will take effect on the day preceding the day in which enlisted or appointed in the gaining service. The type and character of the discharge so issued shall be Honorable. A discharge for an interservice transfer does not constitute fulfillment of obligations under Section 4(d), Universal Military Training and Service Act, as amended. Service prior to discharge will count towards fulfilling the obligation.

**8.A.5**  
**resignation**

- a. Resignations by officers shall be submitted in letter form to CGPC-rpm via the chain of command. The resignations are received by CGPC-rpm, acting for the Secretary, and shall set forth the reason for the resignation. If accepted by the Secretary, the Commandant will sign a discharge certificate reflecting discharge.
- b. Each resignation shall be considered on its individual merits taking into account the interests of national security and the needs of the Coast Guard subject to the following:
  - (1) The resignation of officers who have not fulfilled their term of obligated service under the Universal Military Training and Service Act, as amended, or under a contract related to their direct commission, will normally not be accepted unless submitted for the purpose of becoming a member of another armed force or the active service component of the Coast Guard.
  - (2) The resignation of officers accompanied by written evidence that they have become a regular or duly ordained minister of religion as defined in Section 16(g) of the Universal Military Training and Service Act, as amended, will normally be accepted.
  - (3) The resignation of officers received when a state of emergency exists during which the needs of the service clearly preclude acceptance of a resignation will not normally be accepted.
- c. Requests for unqualified resignation may be submitted not more than one year in advance but shall be submitted in sufficient time to reach CGPC-rpm three months prior to the requested date of resignation.

**Section A**  
**SEPARATION OF OFFICERS**

- d. A request for resignation may be withdrawn by the officer concerned with the approval of CGPC-rpm.
- e. The Commandant may, in his discretion, retain officers beyond the requested resignation date based on the needs of the Service.

**8.A.6**

**Forms of  
Resignations**

- a. An **unqualified resignation** will be submitted in the following form:

*I hereby submit my resignation from the United States Coast Guard Reserve and request that it be accepted effective (Date).*

*(State reasons for resigning commission.)*

*I have been informed and understand that if my resignation is accepted I shall receive a certificate of honorable discharge from the Coast Guard Reserve.*

- b. An acceptable form for the submission of a *qualified* resignation to be followed by the award of a general discharge is:

*I hereby submit my resignation from the United States Coast Guard Reserve and request that it be accepted. I have been informed and understand that if my resignation is accepted I shall receive a certificate of general discharge from the Coast Guard Reserve. That such separation, although considered by the Coast Guard to be under honorable conditions, is not the highest type of separation provided for officers of the Coast Guard Reserve and that while I will be entitled to the major portion of veterans' rights and benefits presently authorized for former officers whose service has been similar to my own, should any present or future statute specifically require honorable discharge as a condition to the granting of rights or benefits, my eligibility for such rights and benefits may be doubtful.*



**Section A**  
**SEPARATION OF OFFICERS**

- c. An acceptable form for the submission of a resignation for the **good of the service is:**  
*I hereby submit my resignation from the United States Coast Guard Reserve for the good of the service and I request that it be accepted. I have been informed and understand that if my resignation for the good of the service is accepted I will subsequently receive an undesirable discharge from the Coast Guard Reserve that I may be deprived of substantial rights, benefits and bounties which Federal or State legislation confers or may hereafter confer upon persons with honorable service in, or separation from, the Armed Forces of the United States and that I may expect to encounter substantial prejudice in civil life in situations where the nature of service rendered in, or the character of separation from, the Armed Forces may have a bearing.*
- d. The usual form for the submission of a resignation for the **good of the service** and to **escape trial by a general court martial** is:

*I hereby submit my resignation from the United States Coast Guard Reserve for the good of the service and to escape trial by a general court-martial. I have been informed and understand that that if my resignation for the good of the service and to escape trial by general court-martial is accepted I will subsequently receive an undesirable discharge from the Coast Guard Reserve, that I may be deprived of substantial rights, benefits and bounties which Federal or State legislation confers or may hereafter confer upon persons with honorable service in, or separation from, the Armed Forces of the United States and that I may expect to encounter substantial prejudice in civil life in situations where the nature of service rendered in, or the character of separation from, the Armed Forces may have a bearing.*

As the form of the resignation indicates, it is submitted by the officer concerned as an alternative to facing trial by a general court-martial and to prevent being subjected to the possibility that such a trial might result in conviction with the sentence perhaps extending to dismissal from the service and imprisonment. Whenever practicable, an officer desiring to submit such a resignation should be given, and should receipt for, a copy of the charges and specifications preferred. If charges and specifications actually have not been preferred, the officer should be given, and receipt for, a set of sample charges and specifications alleging offenses for which the officer might be brought to trial.

**Section A**  
**SEPARATION OF OFFICERS**

- e. Further, officers will usually be required to submit a complete, detailed statement in the nature of a confession relative to the offenses concerned and matters pertaining thereto with the request for resignation.
- f. A statement by a psychiatrist, or by a medical officer If a psychiatrist is not conveniently available, setting forth professional observations and impressions relative to the apparent mental and physical condition of the officer submitting the resignation should accompany the request for resignation.
- g. Officers whose resignations for the good of the service and to escape trial by a general court-martial are accepted will be awarded an undesirable discharge.

**8.A.7**

**Revocation of  
Commissions**

The first three years of an officer's career are considered to be a probationary period during which the officer demonstrates ability to adapt to the requirements of Coast Guard life and shows capability for future development. Some officers either are unable to adapt to service life, or their performance has indicated that it is doubtful whether it is worth the time and effort that might be required to form them into effective officers. The authority to revoke an officer's commission under this paragraph is not designed for use when court-martial or separation for cause proceedings would be more appropriate. An officer separated under this paragraph shall be honorably discharged.

- a. A commanding officer or a superior in the chain of command may initiate a recommendation for revocation of the commission of an officer who has less than three years of continuous service as a commissioned officer of the Coast Guard Reserve. This recommendation shall be in the form of a letter to CGPC-rpm enclosing a special fitness report and shall contain the following information:
  - (1) Officer's name
  - (2) Length of service
  - (3) Period of time the officer was observed
  - (4) Reason for recommendation
  - (5) Specific facts or circumstances relative to performance
  - (6) Medical reports or opinions, if applicable

**Section A**  
**SEPARATION OF OFFICERS**

- (7) Nature of counseling and other steps taken to correct deficiencies
- (8) Officer's response to counseling
- b. The officer concerned shall have an opportunity to review the recommendation and shall be permitted to make such statement as desired. The officer concerned shall endorse the letter and include a statement or state a lack of desire to make a statement.
- c. The recommendation shall be reviewed at Coast Guard Personnel Command by a panel of senior officers. After a thorough review of the officer's record, the panel shall recommend to the Commandant either that the proceedings for revocation under this paragraph be carried out or that the case be closed. Closing a case involving an officer does not preclude consideration of a subsequent recommendation for revocation of commission should additional facts or subsequent actions warrant such further recommendation.
- d. The recommendations of the panel shall be forwarded to the Commandant for approval, modification or disapproval.
- e. Nothing contained in the paragraph shall affect the bringing to trial by court-martial of any officer in an appropriate case.

**8.A.8**  
**Failure of**  
**Selection**

- a. **Warrant officers**  
  
See section 7-B in the case of warrant officers who have failed of selection for promotion for the second time.
- b. **Ensigns with Less than Three Years Commissioned Service.**  
If during an ensign's first three years of commissioned service, it is determined by a selection board for promotion to lieutenant (junior grade) that performance in the grade of ensign is unsatisfactory, or if failing of selection for promotion a second time, the Commandant shall, regardless of the provisions in Chapter 7, revoke the officer's commission.

**Section A**  
**SEPARATION OF OFFICERS**

c. ***Ensigns with Three or More Years Commissioned Service, Lieutenants (Junior Grade) and Lieutenants.***

Ensigns with three or more years commissioned service, lieutenants (junior grade) or lieutenants who have failed of selection for promotion to the next higher grade for the second time and who are not eligible for retention in an active status shall:

- (1) Be honorably discharged on 30 June of the promotion year in which the second failure of selection occurs, or
- (2) If the officer requests, be honorably discharged at an earlier date without loss of benefits that would accrue if the member were discharged on the date specified above, or
- (3) If, on the date specified for discharge in this paragraph, the member is eligible for retirement, be retired on that date.

d. ***Lieutenant Commanders and Commanders.***

Each lieutenant commander and commander who has failed of selection for promotion to the next higher grade for the second time and who is not eligible for retention in an active status shall:

- (1) Be honorably discharged on 30 June of the promotion year in which the second failure of selection occurs, unless the selection board recommends retention in an active status, or
- (2) If the officer requests, be honorably discharged at an earlier date without loss of benefits that would accrue if the member were discharged on the date specified above, or
- (3) If, on the date specified for discharge in this paragraph, the member is eligible for retirement, be retired on that date.

e. ***Captains.***

Each officer serving in the grade of captain who is not recommended for retention in an active status by a board shall be retired, transferred to an inactive status or discharged (14 U.S.C. 741).

**Section A**  
**SEPARATION OF OFFICERS**

**8.A.9**

***Dismissal or  
Dropping from  
the Rolls***

- a. No commissioned officer may be dismissed from the Coast Guard Reserve except:
  - (1) By sentence of a general court-martial,
  - (2) In commutation of a sentence of a general court-martial, or
  - (3) In time of war, by order of the President.
- b. The President may drop from the rolls of any Armed Force any commissioned officer who:
  - (1) Has been absent without authority for at least three months, or
  - (2) Is sentenced to confinement in a Federal or State penitentiary or correctional institution after having been found guilty of an offense by a court other than a court-martial or other military court, and whose sentence has become final (10 U.S.C. 12683).
- c. Dropping from the rolls will be accomplished by letter to the member concerned which will set forth the substance of the findings required above. Such letter will serve to completely separate the member from the Coast Guard.
- d. No certificate of discharge will be issued and separation by dropping from the rolls will not be officially characterized as having been either ***under honorable conditions or under conditions other than honorable.***

**8.A.10**

***Separation  
for Cause***

- Officers with at least five years service as commissioned officers cannot be separated without their consent except under an approved recommendation of a board of officers. (10 U.S.C. 12683)
- a. The provisions of the Personnel Manual, COMDTINST M1000.6 (series), concerning separation for cause of Reserve officers serving on active duty, shall apply equally to inactive duty Reserve officers, except where specifically modified.

**Section A**  
**SEPARATION OF OFFICERS**

- b. The provisions of the Personnel Manual. COMDTINST M1000.6 (series), will be followed in the case of Reserve officers not serving on extended active duty, except as specified below:
- (1) The procedures in the Personnel Manual. COMDTINST M1000.6 (series) do not specify circumstances under which a special board is to be convened or who may convene a special board. For IDPL officers, special boards shall be initiated by the servicing ISC(pf) (not the Commandant) per the guidance in the Personnel Manual, COMDTINST M1000.6 (series).
  - (2) Chief warrant officers will be processed under article 12-A-9 in lieu of article 12-A-21, Personnel Manual, COMDTINST M1000.6 (series).
  - (3) CGPC-rpm is the point of contact (vs. Commandant (G-PO-3)) in 12-A-15.h.(8)(a)2., Personnel Manual, COMDTINST M1000.6 (series).
  - (4) References to severance pay do not apply.
  - (5) The provisions of article 12-A-15.g., Personnel Manual, COMDTINST M1000.6 (series) concerning physical qualification for separation do not apply.
  - (6) Final action will be taken by Commandant (G-C).
- c. The following reasons warrant recommendation for discharge of Reserve officers, not serving on extended active duty, in addition to the reasons in the Personnel Manual, COMDTINST M1000.6 (series):
- (1) Failure to keep the Commandant or appropriate servicing ISC(pf) informed of official residence.
  - (2) Failure to answer official correspondence.
  - (3) Failure of officers within five years of direct commissioning to satisfactorily complete all direct commission indoctrination requirements.
  - (4) Willful declination or refusal to complete any administrative forms or procedures that may be directed by competent authority.
  - (5) Conduct of a character incompatible with exemplary standards of personal conduct, character, and integrity.

**Section A**  
**SEPARATION OF OFFICERS**

- (6) Failure to appear for or pass a prescribed physical examination.
- (7) Upon a determination that retention of an officer is not clearly consistent with the interest of national security as applied to current military security standards.
- (8) Circumstances not covered in this section in which the Commandant considers that a board should evaluate an officer's worth to the service.

**8.A.11**

***Separation of  
Captains, 30  
Years Service***

Per 14 USC 740(a)(2), officers serving in the grade of captain (O-6) shall be removed from an active status after completion of 30 years total commissioned service if their name is not carried on an approved list of selectees for promotion to the grade of rear admiral (lower half).

- a. The total commissioned service of an officer who has served continuously in the Reserve following appointment in the grade of ensign shall be computed from the date on which that appointment was accepted.
- b. A Reserve officer initially appointed in a grade above ensign is considered to have the total commissioned service:
  - (1) Actually performed in a grade above commissioned warrant officer (including commissioned service performed in other components prior to appointment in the U. S. Coast Guard Reserve), or
  - (2) The same total commissioned service as an officer of the regular Coast Guard who has served continuously from an original appointment as ensign, and who has not lost numbers or precedence, and who is, or was at the time of original appointment, immediately junior to the Reserve officer, whichever period of commissioned service is greater.
- c. The ***TCS Years*** column of the Register of Reserve Officers, COMDTINST M1427.2 (series) is used as a guide for determining when captains will be removed from an active status. Captains will normally be removed on 30 June immediately following completion of 30 years total commissioned service.

**Section B**  
**SEPARATION OF ENLISTED PERSONNEL**

**Section Overview**

**Introduction** This section provides information on the separation of Reserve enlisted personnel.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
8.B.1	General	8-B-2
8.B.2	PredischARGE Interview	8-B-2
8.B.3	Processing Procedures for Personnel Not Eligible for Reenlistment	8-B-2
8.B.4	Physical Examination	8-B-3
8.B.5	Early Separation	8-B-3
8.B.6	Early Release, Education	8-B-3
8.B.7	Processing Procedures for Unsatisfactory Performers	8-B-3
8.B.8	Separation for Personal Hardship	8-B-3
8.B.9	Separation for Extreme Community Hardship	8-B-6
8.B.10	Misconduct	8-B-7
8.B.11	Administrative Discharge Board & Final Action	8-B-8
8.B.12	Mandatory Discharge for Age	8-B-8
8.B.13	Effective Time of Discharge	8-B-8
8.B.14	Separation for Disqualifying Physical Condition	8-B-9
8.B.15	Inter-Service Transfer	8-B-9



**Section B**  
**SEPARATION OF ENLISTED PERSONNEL**

**8.B.1**

**General**

Unit Commanding officers may separate Reserve enlisted personnel under the same conditions as AD enlisted personnel. The provisions of section 12-B, Personnel Manual, COMDTINST M1000.6 (series) concerning separation of enlisted personnel apply to enlisted reservists in the SELRES, except as specifically modified in this section. Personnel actions occurring under this chapter shall be forwarded via the chain of command to CGPC-rpm.

**8.B.2**

**Predischarge  
Interview**

The provisions of 12-B-4, Personnel Manual, COMDTINST M1000.6 (series) do not apply to members of the IRR or Standby Reserve. They apply to members of the SELRES, except as explained below.

- a. Predischarge interviews will be conducted approximately one year (in lieu of six months) prior to the expiration of enlistment. If a reservist intends to reenlist or is undecided, ensure a current physical exam is on file prior to expiration of enlistment.
- b. The Preferred Reenlistment program does not apply to reservists serving on inactive duty.
- c. A copy of the predischarge interview shall be sent to the servicing ISC(pf).

**8.B.3**

**Processing  
Procedures for  
Personnel Not  
Eligible for.  
Reenlistment**

- a. Article 1-H-5, Personnel Manual, COMDTINST M1000.6 (series) contains the eligibility requirements for enlistment/reenlistment in the Coast Guard Reserve. In order to be eligible for reenlistment, reservists enlisted under the direct petty officer (RX) program must have completed the training required by the terms of their Statement of Understanding.
- b. The appeal process specified in article 12-B-5.b., Personnel Manual, COMDTINST M1000.6 (series), applies to all enlisted members in the SELRES.
- c. The reenlistment board provisions and related procedures in article 12-B-5.c. through 12-B-5.i., Personnel Manual, COMDTINST M1000.6 (series) do not apply to enlisted members in the SELRES.
- d. Since members of the IRR and Standby Reserve do not receive reenlistment interviews, the provisions of article 12-B-5, Personnel Manual, COMDTINST M1000.6 (series) do not apply.

**Section B**  
**SEPARATION OF ENLISTED PERSONNEL**

**8.B.4**

***Physical  
Examination***

No physical standards are prescribed and no physical examination is required for separation of reservists. The provisions contained in Article 12-B-6, Personnel Manual, COMDTINST M1000.6 (series) do not apply.

**8.B.5**

***Early  
Separation***

The only early separations per article 12-B-7, Personnel Manual, COMDTINST M1000.6 (series) authorized for reservists are early discharge for immediate reenlistment or when the normal date of expiration of enlistment falls on a Saturday, Sunday or holiday and the reservist is not scheduled to attend an inactive duty drill the next day.

**8.B.6**

***Early Release,  
Education***

Early discharge to pursue education is not authorized for reservists serving on inactive duty.

**8.B.7**

***Processing  
Procedures for  
Unsatisfactory  
Performers***

Follow the provisions of 4-B Failure to Participate of this manual in lieu of guidance in the Personnel Manual, COMDTINST M1000.6 (series) in cases of unsatisfactory performers.

**8.B.8**

***Separation for  
Personal  
Hardship***

Separation for personal hardship will be processed per this paragraph in lieu of guidance in the Personnel Manual, COMDTINST M1000.6 (series).

- a. For the purpose of separation under personal dependency/hardship conditions, the terms member or members of the family includes a reservist's dependents, including parents if they are dependent upon the member for over half of their financial support. Discharge may be approved for dependency or hardship reasons when the following conditions exist:
  - (1) When, by reason of death or disability of a member of the reservist's family occurring after enlistment, the reservist's family became principally dependent upon the reservist for care and support, provided:
    - (a) Undue and genuine hardship exists and the dependency is not of a temporary nature.

**Section B**  
**SEPARATION OF ENLISTED PERSONNEL**

- (b) Conditions resulting from the death or disability of a member of a reservist's family caused the reservist's family to become principally dependent on the reservist. Pregnancy of a reservist's wife is not a disability for which a discharge is authorized.
    - (c) Every reasonable effort has been made by the reservist to alleviate the dependency condition and has not been successful.
  - (2) Discharge is the only readily available means of elimination or materially alleviating the dependency conditions.
- b. Requests for discharge by reason of personal hardship will be documented as follows:
- (1) Will be in affidavit form.
  - (2) Must substantiate the dependency or hardship conditions upon which the application is based.
  - (3) Will include affidavits or statements submitted by or in behalf of the reservist's dependents and by at least two disinterested persons or agencies having first-hand knowledge of the circumstances upon which the application is based. The affidavits should include reasons why, within their knowledge, members of the family can or cannot aid in the financial or physical care of the dependent(s) concerned.
  - (4) Will include the names, ages, addresses, occupations, and monthly incomes, if applicable, of members of the reservist's family. Income will include monetary benefits derived as the result of being beneficiary to a life insurance policy. Indicate whether payment was made in a lump-sum settlement or on a monthly basis, and the reasons why these members cannot provide the necessary care and support of the reservist's family. Include a statement that no members of the family have been omitted. Income as used herein will include wages, compensation of any type, Social Security benefits, interest, rental income from property, and any other sources. If the request is based on financial conditions of specific members of the family, a statement of monthly income and expenses of such members and a statement of their assets and liabilities must be included. Assets will include a listing of all property, securities, and funds owned, indicating value, except clothing and household furnishings.

**Section B**  
**SEPARATION OF ENLISTED PERSONNEL**

- (5) Will include a certificate or other valid proof of death if dependency is the result of death of a member of the reservist's family which occurs after enlistment into the Coast Guard Reserve. If dependency or hardship is the result of disability of a member of the reservist's family occurring after enlistment in the Coast Guard Reserve, a physician's certificate should be furnished showing specifically when such disability occurred, the nature thereof, and the probable duration.
  - (6) Will include financial obligations and specific amounts and methods of contributions to dependents.
- c. Requests for discharge because of personal hardship will be processed as follows:
- (1) Before forwarding the request, the commanding officer shall interview the member to obtain any further information and will ensure that the required information is supplied. The forwarding endorsement shall include a statement regarding the status of any disciplinary action pending, service schools attended, a transcript of performance marks, and a definite recommendation.
  - (2) Any information concerning the private affairs of members in the Coast Guard, or of their families, shall be safeguarded and shall not be disclosed to persons except in connection with their official duties, nor will the source of such information be disclosed.
  - (3) Commanding officers shall not request information and reports from the American Red Cross or other social service or welfare agencies, relative to a person's "home conditions" when a member submits or desires to submit a request for discharge for dependency or hardship. If a Red Cross or other agency report is received by the commanding officer which has a bearing on the case, it should be forwarded to CGPC-rpm for consideration. CGPC-rpm will request information in individual cases from the Red Cross or other agencies when such action is considered expedient.

**Section B**  
**SEPARATION OF ENLISTED PERSONNEL**

**8.B.9**

**Separation for** a.  
**Extreme**  
**Community**  
**Hardship**

a. A reservist may apply for discharge in those instances where the critical need for his services in a civilian capacity from the viewpoint of national health, safety, or general welfare, outweighs the need of the nation for the member in an active military status. Specifically, reservists in the Peace Corps, International Voluntary Services, and other similar organizations who are overseas may, upon application by the member and certification by the agency concerned, be discharged for the national interest as indicated above. Favorable action on requests for discharge under this provision will be made only when it is clearly determined that:

- (1) Application is motivated by critical national interest and not for the personal benefit of the applicant.
- (2) The applicant's importance to the national health, safety, or interest in a civilian capacity has become significantly greater than it was at the time of enlistment by reason of:
  - (a) An unusual change in employer requirements for the reservist's services caused by such factors as a substantial increase in defense supporting activities.
  - (b) A significant reduction in effectiveness of the employer's defense supporting activity because of loss of personnel capable of performing the functions of the reservist and the employer's inability to replace such personnel.

b. All applications will contain the following information and material:

- (1) Name of firm or agency or description of the individual enterprise with which the reservist is connected.
- (2) Product manufactured or service rendered.
- (3) Title and description of the position filled.
- (4) Applicant's connection with the activity prior to enlistment.
- (5) Letters, affidavits, or other documentation from responsible officials of the firm, corporation, agency, or state substantiating the information given above and setting forth the need for the services of the applicant.

**Section B**  
**SEPARATION OF ENLISTED PERSONNEL**

- c. Members who are receiving educational benefits through the Montgomery G.I. Bill (SELRES) program will have their eligibility terminated.
- d. Requests for discharge because of extreme community hardship will be processed per the section on Separation for Personal Hardship (section 8-B-8).

**8.B.10**

***Misconduct***

When discharge by reason of misconduct is recommended for a reservist for shirking, the following requirements apply, in addition to the requirements of article 12-B-18, Personnel Manual, COMDTINST M1000.6 (series):

- a. Determine reason for discharge on the basis of counseling and information from other sources.
- b. Contact individual by Certified Mail, return receipt requested. Advise of intended action, the right to rebut and the right to consult with legal counsel. Afford members 30 days to submit a statement in their own behalf before submitting request for administrative discharge. If no statement is made or members decline to submit a statement, notation to this effect shall be made in their service record and shall become part of the request for administrative discharge.
- c. All written communications with members should be sent "return receipt requested." Telephone or in-person communications should be documented in writing at the time of communication.
- d. Forward copy of this documentation to CGPC-rpm via the chain of command, with:
  - (1) Date each activity was performed
  - (2) Evidence of delivery to member
  - (3) Marks
  - (4) Number of absences
  - (5) Record of counseling
  - (6) Record of mast actions

**Section B**  
**SEPARATION OF ENLISTED PERSONNEL**

- (7) Record of corrective procedures taken
  - (8) Advancement progress, number and relationship of dependents
  - (9) If the member is a student (if a factor)
  - (10) Statement from member
  - (11) Recommended action
- e. The unit will include available amplifying information, including any bonuses, with the firm recommendation of action.

**8.B.11**

***Administrative  
Discharge  
Board & Final  
Action***

The provisions of article 12-B-31, Personnel Manual, COMDTINST M1000.6 (series), shall be followed in the case of enlisted personnel not serving on extended active duty. Use CGPC-rpm as the point of contact (vice CGPC-epm).

**8.B.12**

***Mandatory  
Discharge***

Unless retired with pay, transferred to the Retired Reserve, or retained to complete 20 years of satisfactory Federal service, an enlisted member for Age shall be discharged upon reaching age 60.

**8.B.13**

***Effective Time  
of Discharge***

The effective time of separation of reservists serving on active duty (including training duty) when separated is per article 12-B-43, Personnel Manual, COMDTINST M1000.6 (series).

Discharges occurring while a member is on IDT take effect upon delivery of the discharge certificate.

The discharge of a reservist who is not on duty on the date of separation takes effect at 2400 on the effective date of separation, regardless of when the separation documents are received in the mail.

**Section B**  
**SEPARATION OF ENLISTED PERSONNEL**

**8.B.14**

**Separation for Disqualifying Physical Condition** The unit commander shall direct a medical officer to provide a report on any reservist found to have a disqualifying physical condition per section 3-F, Medical Manual, COMDTINST M6000.1 (series). This report shall include a review of the medical file, the circumstances which resulted in the condition, and an opinion concerning service-connection. Based on the medical officer's report, the unit commander will determine whether the condition is service-connected and take the following action:

- a. When the condition is found to be service-connected, make a determination as to separation/retention in accordance with the Physical Disability Evaluation System (PDES), COMDTINST M1850.2 (series).
- b. Initiate separation action when the condition is found not to be service-connected. The unit commander shall gather relevant medical and administrative documentation and forward it with recommendations to CGPC-rpm, copying the servicing ISC, for final determination and separation authority.
- c. Notify reservists of their right to request retention waivers for disqualifying physical conditions. Medical waiver procedures are contained in article 3-A-8, Medical Manual, COMDTINST M6000.1 (series).

**8.B.15**

**Inter-Service Transfer** Requests for inter-service transfer may be initiated by the member via the chain-of-command to ISC. All requests must include a Request for Discharge or Clearance from Reserve Component (DD Form 368).

Transfers will normally be approved if one of the following conditions is met:

- a. The gaining Armed Force has an organized unit within a reasonable distance of the domicile or place of business of the individual. For obligated reservists, the gaining unit must schedule a minimum of 35 drills annually.
- b. The member has special experience or professional or technical background which is clearly of greater use to the gaining Armed Force and which outweighs the value of the member's previous training in the Coast Guard.



**Section B**  
**SEPARATION OF ENLISTED PERSONNEL**

- c. The transfer would serve the best interests of the national defense effort and the individual concerned.
  - (1) The member desires and the gaining Armed Force agrees to enrollment in an officer training program.
  - (2) The member has been accepted for enlistment in the critical skill program.
- d. The following procedures are used in effecting an inter-service transfer:
  - (1) Upon receipt of DD Form 368 from the member and the gaining Armed Forces' recruiter, the servicing ISC will determine whether the criteria is met.
  - (2) The servicing ISC will complete section II of DD Form 368 indicating either approval or disapproval of the request. The DD Form 368 will be returned to the recruiter. Member's commanding officer will be notified of servicing ISC's action.
  - (3) The recruiter may enlist the member upon receipt of an approved request. The recruiter shall complete Section III of the DD Form 368, indicating the date of enlistment, and return the form to the servicing ISC.
  - (4) Upon receipt of the completed DD Form 368, the servicing ISC shall discharge the member, effective the day preceding the date of enlistment.

## **Section C**

### **RETIREMENT**

#### **Section Overview**

**Introduction** Reservists being retired from inactive duty for reasons other than physical disability are governed by the provisions of this section. Policies governing disability retirement are in section 8.D and procedures for retirement from active duty are in Chapter 12, Personnel Manual, COMDTINST M1000.6 (series).

#### **In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
8.C.1	General	8-C-2
8.C.2	Retirement Categories	8-C-3
8.C.3	Service Creditable for Qualifying for Retirement	8-C-4
8.C.4	Physical Examination	8-C-5
8.C.5	Procedures for Retirement (RET-1 and RET-2)	8-C-5
8.C.6	Not assigned	8-C-7
8.C.7	Grade or Rate in which Retired	8-C-7
8.C.8	Grade for Computation of Retired Pay	8-C-7
8.C.9	Retirement Points	8-C-7
8.C.10	Annual or Terminal Statement of Retirement Points PPC-4175A	8-C-9
8.C.11	Computing Reserve Retired Pay (With Worksheet for Computing Retirement Points; Formula for Computing Reserve Retired Pay; and Points charts)	8-C-10
8.C.12	Privileges	8-C-13
8.C.13	Obligations	8-C-13
8.C.14	Limitations on Persons Receiving VA Benefits	8-C-14
8.C.15	Qualifying Requirements for Former Members	8-C-15

**Section C**  
**RETIREMENT**

**8.C.1**  
**General**

a. **Maximum Age**

(1) By Coast Guard policy, reservists are required to retire at age 60. However, they may be allowed to defer retirement until age 62, with the approval of CGPC-rpm, to qualify for retired pay. Officers are required by law to retire at age 62 (age 64 for flag officers).

(2) Effective 28 July 1993, enlisted reservists who have:

(a) Continuously earned satisfactory federal service for retirement each year of their current Coast Guard Reserve service, and

(b) Have not signed a statement of understanding that they cannot earn retirement with pay eligibility,

will, upon request, be continued in the Ready Reserve until they are retirement eligible or fail to earn a satisfactory federal service year for retirement.

(3) If the member does not fall under these guidelines and, if not already entered in administrative remarks (CG form 3307) of the enlisted reservist's PDR, the following letter statement of understanding needs to be signed, as applicable.

*"I AM OVER THE AGE OF 40 AND UNDERSTAND THAT I WILL NOT BE ABLE TO COMPLETE 20 SATISFACTORY YEARS OF FEDERAL SERVICE BY THE AGE OF 60, AND THAT I CANNOT EARN RESERVE RETIREMENT UNDER PUBLIC LAW 810."*

b. **Nondisability retirements (RET-2)** are normally effected on the first day of a calendar month following attainment of eligibility per 5 U.S.C. 8301, except for mandatory retirement.

(1) Members below flag rank will be retired no later than the day they reach age 62.

(2) Flag officers who are not previously discharged or retired will be retired on the day they reach age 64.

**Section C**  
**RETIREMENT**

- c. ***To qualify for retired pay***, a reservist must meet all of the following eligibility requirements per 10 U.S.C. 12731:
- (1) 60 years of age or greater
  - (2) Not entitled to receive military retired pay under any other provision of law
  - (3) Complete at least 20 years of satisfactory qualifying federal service, as computed under section 10 U.S.C. 12732.
  - (4) Serve the last six years of qualifying service as a member of a Reserve component. This requirement is scheduled to revert back to eight years on October 1, 1999.

**8.C.2**

***Retirement  
Categories.***

- a. Retirement with Pay (RET-1)
- (1) Reservists who earn 20 years of satisfactory federal service are entitled to retired pay upon reaching age 60 as computed under 10 U.S.C. section 12739. Monthly retired pay is the product of:
    - (a) Retired base pay as computed under 10 U.S.C. 1406 or 1407;
    - (b) And 2 percent of the years of service credited to a member under 10 U.S.C. 12733 not to exceed 75% of the retired pay base upon which the computation is based.
  - (2) When reservists complete at least 20 years of satisfactory federal service and have reached age 60, they are eligible for transfer to RET-1 status upon request. When transferred to retired with pay status, reservists receive a Retired Identification Card and are eligible for the same benefits available to active duty retirees.
- b. ***Retirement Awaiting Pay at Age 60 (RET-2)***
- (1) Reservists who have satisfied all requirements for RET-1, except having reached age 60, may request transfer to the administrative status RET-2.

**Section C**  
**RETIREMENT**

- (2) Upon attainment of RET-2 status, members are entitled to 12 commissary visits per calendar year. Additional entitlements include unlimited exchange and morale, welfare, and recreation benefits until age 60. Unless recalled to active duty, RET-2 reservists are not entitled to earn pay and allowances, retirement points, medical and dental care, and military legal assistance.
- (3) Reservists in RET-2 continue to carry Armed Forces Identification Card, DD Form 2 (Reserve).

**8.C.3**

***Service  
Creditable for  
Qualifying for  
Retirement***

- a. Members' years of service for the purpose of determining entitlement to retired pay per 10 U.S.C. 12732 are computed by adding:
  - (1) Years of service, before July 1, 1949, per 10 U.S.C. section 12732(a)(1).
  - (2) Each 1-year period, after July 1, 1949, in which at least 50 points have been credited on the following basis:
    - (a) One point for each day of:
      - 1. Active service or
      - 2. Full time service under 32 U.S.C. sections 316, 502, 503, 504 and 505 while performing annual training duty or while attending a prescribed course of instruction at a school designated as a service school by law or by the Secretary concerned, if that service conformed to required standards and qualifications.
    - (b) One point for each drill attended or period of appropriate duty performed, as prescribed for that year
    - (c) Points at the rate of 15 a year for membership in a Reserve component of an armed force
    - (d) Duty in a regular component is not included.
    - (e) Points earned by satisfactory completion of correspondence courses

**Section C**  
**RETIREMENT**

- (3) Years of active commissioned service in the National Oceanic and Atmospheric Administration (including active commissioned service in the Environmental Science Services Administration and in the Coast and Geodetic Survey) during such time as transferred to the service and jurisdiction of a military department under 33 U.S.C. 855.
- b. The following service may not be counted in determining entitlement to retirement per 10 U.S.C. 12732(b):
  - (1) Service (other than active service) in an inactive section of the Organized Reserve Corps or the Army Reserve or in an inactive section of the officers' section of the Air Force Reserve;
  - (2) Service (other than active service) after June 30, 1949 while on the Honorary Retired List of the Naval Reserve or of the Marine Corps Reserve;
  - (3) Service in any status other than that as commissioned officer, warrant officer, nurse, flight officer, aviation midshipman, appointed aviation cadet or enlisted member.

**8.C.4**

**Physical  
Examination**

No physical standards are prescribed and no physical examination is specifically required for transfer to retired status.

**8.C.5**

**Procedures for  
Retirement  
(RET-1 & 2)**

- a. HRSIC (RAS) will notify members in writing within one year of completing satisfactory federal service for retirement purposes for eligibility for retired pay at age 60. The letter contains information about the Reserve Component Survivor Benefit Plan, and requires an election be made within 90 days of receipt of the letter. The written notification is commonly called the 20-year letter.

The notification of completion of 20 years satisfactory federal service is initiated by the HRSIC Reservist 20 Year Letter end-of-month report. If a member believes they have 20 years of satisfactory service and has not received their 20 year letter, they should contact their unit or PERSRU to review their most recent point statement (CG-4175A) with their segment 81(s) for accuracy.

**Section C**  
**RETIREMENT**

- b. Members may request transfer to RET-2 status after receipt of notification of completion of 20 years satisfactory federal service per 10 U.S.C. 12731(d) (copies are to be sent to ISC(pf)).
  - (1) Written requests are submitted by officers to CGPC-rpm via the chain of command for endorsement and approval. Enlisted members written requests are submitted to the servicing ISC(pf) via the chain of command for endorsement, approval, and forwarding to HRSIC(ras). CGPC-rpm will forward approved officer requests to HRSIC (ras).
  - (2) Upon transfer to the Retired Reserve (RET-2) members no longer accumulate retirement points.
  - (3) HRSIC(ras) shall provide a Coast Guard Reserve Certificate of Service, CG-3887A, to each member transferred to the Retired Reserve (RET-2). The number of satisfactory qualifying years for retirement shall be entered on the certificate. If possible, the certificate shall be presented to the member at a suitable ceremony e.g., a unit personnel inspection or other all hands assembly.
- c. Members who have been certified eligible for retirement benefits should not be discharged unless a letter of understanding has been signed indicating the member's complete awareness that this decision may lead to substantial impact on the final retired pay calculation.
- d. Members who are eligible to receive retired pay will only be retained beyond age 60 to fulfill compelling needs of the Coast Guard and upon approval of a written request submitted by the member to G-WTR-1, via the chain of command.
- e. Approximately six months prior to a retirement eligible reservist's 60th birthday, HRSIC (RAS) will mail an Application for Retired Pay Benefits, DD Form 108; a Reserve Component Survivor Benefit Election Certificate, DD Form 1883 (if applicable); and, a retired pay packet to the member. These forms should be completed as soon as possible and returned to HRSIC (RAS).
- f. Existing orders to a unit shall be terminated effective not later than one day preceding the scheduled retirement date. Members who request retirement must cease drilling as of the day prior to the requested retirement date, regardless of receipt of retirement request approval. No payments or point credit will be given to a member for drilling on or after the day of requested retirement.

**Section C**  
**RETIREMENT**

- g. The transfer of enlisted members to the Retired Reserve prior to the expiration of their enlistment or extension thereof, is deemed a continuing status upon that person as a member of the Reserve in a retired status. Therefore, such enlisted personnel will not be discharged at the expiration of their terms of service unless they specifically request it (see 8-C-(5)-c). Their discharge, if effected, will not affect their entitlement to receive retired pay and personal medical benefits at age 60 if they are otherwise qualified.
- h. Placement of a member in the Retired Reserve is not a matter of right. Members meeting one or more of the eligibility requirements for retirement may be discharged, instead of being transferred to the Retired Reserve, if a board of officers, convened to consider the reservist's separation from the Reserve, so recommends. Such action is not prejudicial to the individual concerned regarding retirement pay since the right to receive such pay and personal medical benefits is not dependent upon membership in a Reserve component at the time of qualification.

**8.C.6**  
***Not assigned***

**8.C.7**  
***Grade or Rate in Which Retired.***

Unless entitled to a higher grade under another provision of law, a reserve commissioned officer who is transferred to the Retired Reserve is entitled to be placed on the retired list in the highest grade satisfactorily held (24 hours for CG Reserve) in the armed force in which he is serving on the date of transfer. Upon assignment or transfer to the Retired Reserve, enlisted members shall be placed on the retired list in the highest grade in which they have satisfactorily served at any time in the Armed Forces (14 U.S.C. 362).

**8.C.8**  
***Grade for Computation of Retired Pay***

Retired pay is computed based on the highest grade satisfactorily held at any time in the Armed Forces and the Commandant's determination that the member's performance was satisfactory (10 U.S.C. 1401).

**8.C.9**  
***Retirement Points***

Members are required to complete 20 years of satisfactory federal service to be entitled to retired pay. Fifty points must be earned in an anniversary year for a year to be satisfactory for computation of service for retirement. A maximum of 365 points (366 in a leap year) may be credited per anniversary year. Implementing Instruction is DODI 1215.7.



**Section C**  
**RETIREMENT**

- a. Fifteen retirement points are earned each anniversary year for membership in the Ready Reserve or Standby Reserve (active status). These points are pro-rated in the case of partial years due to a break in service (i.e., a member is assigned to an inactive status or retired during the anniversary year).
- b. Points are earned for performing inactive duty training as follows:
  - (1) One point for each single drill attended (see 5.B)
  - (2) Two points for each multiple drill attended (see 5.B). No more than two points will be credited in a single day
  - (3) One point for each period of appropriate duty (see 5.B). No more than one point will be credited in a single day
- c. Points can be earned for satisfactory completion of correspondence courses that have been evaluated for retirement point credit by CGPC-rpm; Commanding Officer, USCG Institute; or the Chief of Naval Personnel. The number of points for each course is in the Course Completion Letter to the student. All of the retirement points for a course are credited on the date specified in the completion letter. For Coast Guard Institute courses, this is the date the end-of-course test is taken. For Navy courses, it is the date the last lesson is completed. Retirement point credit restrictions are:
  - (1) Point credit for completion of MRN and enlisted rate courses by officers must be approved by CGPC-rpm.
  - (2) No retirement points will be credited for any courses done on active duty (including active duty for training), during drills or any time points are credited for another status.
  - (3) Retirement points are not automatically credited for classified courses, since these are normally done during drills. Some credit can be approved by CGPC-rpm, if the member's commanding officer requests it and certifies the percentage of the course that was not completed during drills or active duty.
  - (4) Retirement points for a specific course can be credited only once, unless the course undergoes a major revision or the reservist is required by CGPC-rpm to take the course again (i.e., for advancement or refresher training).

**Section C**  
**RETIREMENT**

- (5) Retirement points can be granted only if the reservist is in the Ready or the Standby Reserve (active status).
- d. No more than 75 retirement points, exclusive of those earned for any form of active duty may be credited in an anniversary year under the paragraphs above. Seventy-five points maximum is for all IDT (including Appropriate Duty).
- e. One retirement point is credited for each day of active duty (including extended active duty, ADT-AT, ADSW-AC, or other forms of active duty). The one point credit also includes all periods of active duty for pay or non-pay.
- f. Retirement points must be credited in the anniversary year in which the duty was performed or the correspondence course was completed.

**8.C.10**

***Annual or  
Terminal  
Statement of  
Retirement  
Points CG-4175***

The Reserve Retirement Point Statement provides the number of points earned during the last anniversary year and the cumulative total for a member's complete military career.

It is distributed by HRSIC approximately three months following the end of the reservist's anniversary year. The three month deferred publication allows for duty and correspondence courses to be updated in the computer database.

Reservists who find discrepancies on their Reserve Retirement Point Statement shall send a request for correction with supporting documents via the chain of command to HRSIC(cst). HRSIC shall review and resolve discrepancies if the problem can be identified. In cases that can not be resolved, HRSIC shall provide a meaningful endorsement with any additional supporting documents available and forward the request to CGPC-rpm for resolution.

**Section C**  
**RETIREMENT**

**8.C.11**

**Computing  
Reserve  
Retired Pay**

The following worksheets and guidance are used for computing the retirement points that may be credited for an anniversary year and the formula for computing Reserve retired pay.

**Worksheet for Computing Retirement Points**

**Points may be earned in the following manner:**

**Computed by  
Adding:**

<b>IDT</b>	One point for each authorized single drill performed in a pay or a non-pay status. Two points for each authorized multiple drill performed in a pay or non-pay status. One point for each period of appropriate duty.	_____ _____ _____ Total: _____
<b>Correspondence Courses</b>	Approved correspondence course retirement point credit.	Total: _____
<b>Membership Points</b>	15 points for each anniversary year (AY) of membership in Ready or Standby Reserve (Active Status). Pro-rated in the case of less than a full AY.	Total: _____
<b>IDT Sub-Total</b>	Drills + Correspondence courses + Membership points	_____
<b>IDT Adjusted Total</b>	Maximum 75 points	_____
<b>Active Duty</b>	One point per day for performance of active duty. (Includes EAD, ADT, & ADOT.)	Total: _____
<b>Final Total</b>	IDT adjusted total + Active Duty. Not to exceed 365 points per anniversary year. (366 in leap years)	Total: _____

**Section C**  
**RETIREMENT**

**Formula for Computing Reserve Retired Pay**

**Rounding Instructions: Round 4 or less down and 5 or more up.**

- Step #1**            **Divide** the total number of retirement points by 360.  
Carry to 3 decimal places; round to 2 decimal places.  
**Example:**  
                     $4,735 / 360 = 13.152$  rounded to 13.15
- Step #2**            **Multiply** result of Step #1 by 2 % (0.025). Carry to 5  
decimal places; round to 4 decimal places.  
**Example:**  
                     $13.15 \times 0.025 = 0.32875$  rounded to 0.3288
- Step #3**            **Multiply** result of Step #2 by Monthly Basic Pay. Carry to  
3 decimal places; round to 2 decimal places.  
**Example:**  
(uses monthly Base Pay for E-8 over 20 from 1997 pay tables)  
                     $\$2329.20 \times 0.3288 = \$765.841$  rounded to \$765.84
- Note #1**            Monthly base pay is dependent upon the law in effect upon  
entry into the Reserve Component.
- Note #2**            All reserve retirees are entitled to military pay raises  
equivalent to the same amount as their active duty  
counterparts who are retired.
- Note #3**            Upon retirement with pay at age 60, HRSIC (formerly PPC)  
will send the retiree a letter showing the computations used in  
determining retired pay, gross retired pay, deductions from  
pay, and net retirement pay.

**Section C**  
**RETIREMENT**

**Gratuitous points for membership in an Active Status in a reserve component for less than a full retirement year.**

Days in an to be active status		Points to be credited	Days in an active status		Points credited
From	Through		From	Through	
1	12	0	183	206	8
13	36	1	207	231	9
37	60	2	232	255	10
61	85	3	256	279	11
86	109	4	280	304	12
110	133	5	305	328	13
134	158	6	329	352	14
159	182	7	353	365 (6)	15

**Minimum points required to establish a partial year  
as qualifying service**

Days in an required active status		Points required	Days in an active status		Points
From	Through		From	Through	
1	07	1	183	189	26
08	14	2	190	197	27
15	21	3	198	204	28
22	29	4	205	211	29
30	36	5	212	219	30
37	43	6	220	226	31
44	51	7	227	233	32
52	58	8	234	240	33
59	65	9	241	248	34
66	73	10	249	255	35
74	80	11	256	262	36
81	87	12	263	270	37
88	94	13	271	277	38
95	102	14	278	284	39
103	109	15	285	292	40
110	116	16	293	299	41
117	124	17	300	306	42
125	131	18	307	313	43
132	138	19	314	321	44
139	146	20	322	328	45
147	153	21	329	335	46
154	160	22	336	343	47
161	168	23	344	350	48
169	175	24	351	357	49
176	182	25	358	366	50

**Section C**  
**RETIREMENT**

**8.C.12**

***Privileges***

- a. Full-time coverage under Veterans' Group Life Insurance (VGLI) is available for members who are retired without pay (RET-2). (See 18-D-5, Personnel Manual, COMDTINST M1000.6)
- b. Full use of military exchanges, commissary and other base facilities are available to reservists retired with pay (RET-1). Retired without pay (RET-2) reservists are entitled to use commissaries for 12 days each calendar year. In addition, they are entitled to the use of exchange and other revenue generating facilities operated by non-appropriated fund activities for morale and recreation.
- c. Medical and dental care at military facilities are available for reservists who are retired with pay (RET-1) and their dependents as is available for members who retire from active duty.
- d. Members of the Coast Guard Reserve, except enlisted members retiring on the basis of years of active service, are entitled to the same retirement benefits as prescribed by law for personnel of the Naval Reserve. Enlisted Coast Guard reservists requesting retirement on the basis of years of active service are entitled to the same retirement rights, benefits and privileges as prescribed by law for enlisted members of the regular Coast Guard per 14 U.S.C. 755(e).

**8.C.13**

***Obligations***

- a. Members of the Retired Reserve (RET-1, RET-2 and RET-3) are liable for active duty in time of war, national emergency declared by Congress, or when otherwise authorized by law, upon determination by the Secretary of Transportation, with the approval of the Secretary of Defense, that adequate numbers of Ready and Standby reservists are not readily available. Members of the Retired Reserve will not be involuntarily called or ordered to perform ADT, IDT or ADOT including ADSW-AC or ADSW-RC, for any period of time either with or without pay. Members in a retired status may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of Transportation.

**Section C**  
**RETIREMENT**

- b. Retired reservists must keep their servicing PERSRU advised of their current address. Retired reservists in RET-2 (awaiting retired pay) and RET-1 (receiving retired pay) status must report any address changes to:

Commanding Officer (RAS)  
Coast Guard HRSIC  
444 SE Quincy Street  
Topeka, Kansas 66683-3591

- c. Members and former members of the Coast Guard Reserve in receipt of retired pay may be subject to the dual compensation aspects of 5 U.S.C. 5532 as a result of Public Law 95-454, effective 11 January 1979. Social Security and Civil Service retirement pay benefits may be received concurrently with this retirement pay. Neither pension nor disability compensation benefits from the Veterans Administration may be received concurrently with retired pay. Retired pay may be waived in part or in whole in order to receive pension or disability compensation from the Veterans Administration.
- d. Retired reservists may not accrue additional retirement points or be considered for promotion except while serving on active duty.

**8.C.14**  
***Limitations***  
***on Persons***  
***Receiving***  
***VA Benefits***

- a. Members receiving Veterans' Administration (VA) compensation or pension, who have never received retired pay, may waive such compensation or pension to receive retired pay.
- b. Members who received VA compensation or pension which was waived to receive retired pay may waive such retired pay to again receive VA benefits, provided the VA determines that such retired pay may be waived.
- c. Members who are receiving retired pay without ever having been under the VA for compensation or pension purposes, may waive such retired pay to receive VA benefits provided the VA determines that such retired pay may be so waived.
- d. The question as to whether or not a member who has been permitted by VA to waive retired pay in order to receive VA benefits, may later waive such benefits to again receive retired pay, will be determined by HRSIC (RAS) when an actual case is presented.

**Section C**  
**RETIREMENT**

**8.C.15**

***Qualifying  
Requirements  
for Former  
Members.***

- a. Former members of the Coast Guard Reserve who were involuntarily separated or who were not offered reenlistment or reappointment due to the statutory age limit in effect at the time of separation or because of their failure to meet the prescribed physical standards in effect at the time of separation, may be reappointed or reenlisted in the same rank or rate for the purpose of qualifying for placement in the Retired Reserve. Such former members must, with the submission of such application, simultaneously apply to CGPC-rpm and be found qualified for immediate placement in the Retired Reserve. The eligibility requirements for such placement are the same as for current members, but the applicant must have met at least one of such requirements at the time of last separation.
- b. Since failure to meet prescribed physical standards is one reason for transfer to the Retired Reserve, no physical standards are prescribed and no physical examination will be required as a condition of reappointment or reenlistment of former members.
- c. Notwithstanding the fact that a former member meets one or more of the eligibility requirements provided for, reappointment or reenlistment may not be warranted for many different reasons. Each case will be treated on its own merits, and the individual concerned will be notified of the action taken.



**Section C**  
**RETIREMENT**

**Section D**  
**DISABILITY RETIREMENT & SEVERANCE PROCEDURES**

**Section Overview**

**Introduction** This section provides information on disability retirements and severance procedures.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
8.D.1	General	8-D-2
8.D .2	Members on Active Duty for More Than 30 Days	8-D-2
8.D.3	Members on Inactive Duty or Active Duty for 30 Days or Less	8-D-3
8.D.4	Temporary Disability Retired List	8-D-3
8.D.5	Grade on Retirement for Disability	8-D-4
8.D.6	Computation of Retired Pay	8-D-4

**Section D**  
**DISABILITY RETIREMENT & SEVERANCE PROCEDURES**

**8.D.1**

**General**

10 U.S.C., Chapter 61, provides for the disability retirement of those members of the Armed Forces who qualify in accordance with the requirements listed below. Cases involving disability are processed per Section 17-B, Personnel Manual, COMDTINST M1000.6 (series) and the Physical Disability Evaluation System, M1850.2 (series).

**8.D.2**

**Members on  
Active Duty  
for More  
Than 30 Days.**

A member of the Reserve entitled to basic pay, who is called or ordered to active duty for more than 30 days under 10 U.S.C. 672(d) or the Armed Forces Reserve Act of 1952, as amended, and who is determined by the Commandant to be unfit to perform the duties of their office, grade, rank, or rating because of physical disability incurred while entitled to basic pay, may be permanently retired with retired pay, if the Commandant also determines that:

- a. The member's disability is of a permanent nature, and
- b. Is not the result of his or her intentional misconduct or willful neglect, and was not incurred during a period of unauthorized absence, and
- c. Either:
  - (1) The member has at least 20 years satisfactory federal service computed under 10 U.S.C. 12739, or
  - (2) The disability is at least 30 percent, and either
    - (a) The member has at least eight years of service computed under 10 U.S.C. 12739, or
    - (b) The disability is the proximate result of performing active duty, or
    - (c) The disability was incurred in line of duty in time of war or national emergency.

**Section D**  
**DISABILITY RETIREMENT & SEVERANCE PROCEDURES**

**8.D.3**

**Members on Inactive Duty or Active Duty for 30 Days** A member of the Reserve not covered by the above section, who is determined by the Commandant to be unfit to perform the duties of their office, grade, rank, or rating because of physical disability resulting from injury, may be permanently retired with retired pay, if the Commandant or Less also determines that:

- a. The disability is of a permanent nature, and
- b. Is the proximate result of performing active or inactive duty, or
- c. Is not the result of the member's intentional misconduct or willful neglect, and was not incurred during a period of unauthorized absence, and
- d. Either:
  - (1) The member has at least 20 years service computed under 10 U.S.C. 12739, or
  - (2) The disability is at least 30 percent.

**8.D.4**

**Temporary Disability Retired List** Upon determination that a member would be qualified for retirement but for the fact that his or her disability is not determined to be permanent, the Commandant shall, if he also determines that the disability may be permanent, place the member on the Temporary Disability Retired List (TDRL), with retired pay.

Physical examinations shall be completed as prescribed in Chapter 8, Physical Disability Evaluation System, COMDTINST M1850.2 (series).

Commandant shall make a final determination of the case of each member on the TDRL five years after that member was placed on the list. If at that time the disability continues to exist, it shall be considered to be permanent.

**Section D**  
**DISABILITY RETIREMENT & SEVERANCE PROCEDURES**

**8.D.5**

**Grade on Retirement for Disability** Unless entitled to a higher grade under some other provision of law, a member retired for physical disability is entitled to the highest of the following:

- a. The grade or rank in which the member was serving when placed on the TDRL, or retired
- b. The highest temporary grade or rank in which the member served satisfactorily
- c. The permanent regular or Reserve grade to which the member would have been promoted had it not been for the physical disability which was found to exist as a result of a physical examination for promotion
- d. The temporary grade to which the member would have been promoted had it not been for the physical disability, if eligibility for that promotion was required to be based on cumulative years of service in grade and disability was discovered as a result of that member's physical examination for promotion

**8.D.6**

**Computation of Retired Pay** a. Disability retired pay is computed by multiplying the monthly base pay of the grade to which entitled by either:

- (1) 2-1/2 percent of years of service credited under 10 U.S.C. 12739 or;
  - (2) The percentage of disability on the date when retired, or when placed on the TDRL.
- b. The retired pay of members placed on the TDRL must be adjusted, if necessary, so that it is at least 50 percent of the basic pay of the grade to which entitled.
  - c. In no case may the disability pay exceed 75 percent of the basic pay of the grade to which entitled.

**Section E**  
**TRANSITION PROGRAMS REGULATIONS**

**Section Overview**

**Introduction** This section provides the regulation for implementation of transition programs for members of the Coast Guard SELRES.

**In this Section**

<b>Para.</b>	<b>Topic</b>	<b>See Page</b>
8.E.1	Section 1 - Restriction on Reserve Force Reductions	8-E-2
8.E.2	Section 2 - Involuntary Separation Defined	8-E-2
8.E.3	Section 3 - Priority for Affiliation with the SELRES	8-E-3
8.E.4	Section 4 - Notification of Rights and Benefits	8-E-3
8.E.5	Section 5 - Temporary Authority for the Elimination of Reserve Officers from an Active Status	8-E-3
8.E.6	Section 6 - Early Qualification for Retired Pay at Age 60	8-E-4
8.E.7	Section 7 - Separation Pay for Members with 6 to 15 Years of Service	8-E-5
8.E.8	Section 8 - MGIB Eligibility	8-E-6
8.E.9	Section 9 - Commissary and Exchange Privileges	8-E-7

**Section E**  
**TRANSITION PROGRAMS REGULATIONS**

**8.E.1**

**Restriction on Reserve Force Reductions** This guidance describes the protections, preferences and benefits accorded to qualifying members or former members of the Coast Guard Reserve who are involuntarily transferred from the Selected Reserve.

**8.E.2**

**Involuntary Separation Defined** The discharge of a member of the Coast Guard Reserve or transfer of such member from the SELRES which is effective during the period beginning on 01 October 1991 and ending on 30 September 1999 shall be considered an involuntary separation for the purposes of the programs implemented by this guidance unless one or more of the following conditions applies:

- a. The member was discharged or transferred from the SELRES:
  - (1) At the member's request except as modified by section 8.E.6.
  - (2) As the result of the member's unsatisfactory participation or unsatisfactory performance in the SELRES or under other adverse conditions as characterized by the Secretary of Transportation (to include transfer from the SELRES with a tentative characterization of discharge under other than honorable conditions); or
  - (3) Because the member did not meet the qualifications for membership in the SELRES under law or regulations, to include medical fitness standards, which were in effect on 01 October 1991.
- b. The member was discharged or transferred from the SELRES for any reason and the member was:
  - (1) Immediately eligible for retired pay under any provision of law based on the member's military service; or
  - (2) Eligible for separation pay under 10 U.S. C. 1174.
- c. The member was discharged or transferred from the Coast Guard SELRES because the member did not accept another pay billet located within reasonable commuting distance.
- d. The member was discharged or transferred from the SELRES for the purpose of entry on extended active duty, or for the purpose of an immediate appointment or enlistment in another Reserve component.

**Section E**  
**TRANSITION PROGRAMS REGULATIONS**

- e. At the time of the member's transfer or discharge, the member was not assigned to an authorized position in the SELRES which qualified the member for basic pay, compensation for inactive duty training or both. For purposes of transition programs, members of the SELRES who are qualified for basic pay, compensation for IDT or both, and who accept ADSW-AC (formerly TEMAC) or ADSW-RC (formerly SADT) orders, retain their SELRES status upon expiration of such orders. Separation or placement of such members into a category other than the SELRES following expiration of ADSW-AC (formerly TEMAC) or ADSW-RC (formerly SADT) orders shall be considered a separation or transfer from an authorized position in the SELRES which qualified the member for basic pay, compensation for duty, or both.
- f. The member was discharged on expiration of the member's term of enlistment, unless the member was fully qualified for reenlistment, requested reenlistment, but was not authorized to reenlist.

**8.E.3**

***Priority for  
SELRES  
Affiliation***

Personnel separating from active duty and members of the SELRES whose unit is inactivated or billet disestablished shall be afforded priority over other applicants for existing or projected vacancies.

**8.E.4**

***Notification  
of Rights and  
Benefits***

All members of the Coast Guard SELRES involuntarily separated after 01 October 1991 are to be informed of the rights and benefits set forth in P.L. 102-484, as amended. The Coast Guard shall ensure information which may serve to make this regulation more understandable to members of the Reserve component is made available without delay to all Reserve component members.

**8.E.5**

***Temporary  
Authority to  
Remove  
Reserve  
Officers from  
Active Status***

- a. During the period beginning on the date of enactment or approval of the letter transmitting this guidance and ending on 30 September 1999, the Secretary of Transportation may, at such time as the Secretary may determine, convene boards to recommend an appropriate number of commissioned officers in the Coast Guard Reserve for removal from an active status. Boards convened under this authority are authorized to consider for removal from an active status only officers who:
  - (1) Have met the service requirements for entitlement to retired pay for non-regular (Reserve) service at age 60 but who are not yet age 60, or
  - (2) Are immediately eligible for retired pay based on their military service under any provision of law.



**Section E**  
**TRANSITION PROGRAMS REGULATIONS**

- b. Boards convened to consider officers for elimination from an active status under this authority shall:
  - (1) Be appointed by the Commandant.
  - (2) Be composed so that not less than 50 percent of the officers serving on the board are Reserve officers. The oath required of board members, the notice to officers to be considered by the board, and the information furnished to the board, shall be generally consistent with the requirements set forth in 14 U.S.C. Chapter 11 (Personnel) and Chapter 21 (Coast Guard Reserve), with respect to oaths, notice, and information to be furnished to a board.
- c. The Commandant shall exercise the authority of the Secretary under 14 U.S.C. 741, as delegated pursuant to 49 C.F.R. 1.45(a)(1), to the extent determined necessary to maintain a flow of promotion for officers in the Coast Guard Reserve.

**8.E.6**

***Early  
Qualification  
for Retired Pay  
at Age 60***

- a. During the period beginning 01 October 1991 and ending convened under this authority are authorized to consider for removal from an active status only officers who: 30 September 1999, the Commandant shall authorize an enlisted member of the SELRES who is subject to involuntary separation from the SELRES as described in section 8-E-2 the opportunity to elect early qualification for retired pay at age 60 under this section and if deemed necessary, may extend this program to officers of the SELRES. Such opportunity shall be contingent on the following:
  - (1) The member is not eligible for an immediate annuity under any purely military retirement plan.
  - (2) As of 01 October 1991, or after that date and before 01 October 1999, the member has completed at least 15, and less than 20, years of service computed under 10 U.S.C. 12732, and is eligible in accordance with 10 U.S.C. 12731(a)

**Section E**  
**TRANSITION PROGRAMS REGULATIONS**

- b. In addition, the Commandant may identify categories of SELRES personnel that will be eligible for early qualification for retired pay at age 60 from which eligible members may request transfer to the Retired Reserve. These categories shall be specific by grade, length of service, and skill of the members authorized to be in such categories. These categories should be established to ensure a balance of youth and experience in the SELRES, to maintain a promotion flow sufficient to encourage the continued service of highly qualified members, and to provide an opportunity to serve in the SELRES for members separating from active duty or transferring from inactivated units or billets of the SELRES.
- c. Members who elect early qualification for retired pay at age 60 under this section shall be provided the notification specified under 10, U.S.C. 1273 1(d), that the member has completed the years of service required for eligibility for retired pay under 10 U.S.C. Chapter 67.
- d. Application for transfer to the Retired Reserve under this authority must be made not later than two years following the date on which a member is eligible to apply for such transfer. Application for transfer to the Retired Reserve shall be made with the understanding that future service in an active status or on active duty from a retired status will only be as specifically authorized by the Secretary.
- e. A member who is transferred to the Retired Reserve under this temporary authority shall be treated in all respects as any other member who has received such notice to include election of options under the Reserve Components Survivor Benefits Plan and eligibility for all benefits available to members who have received such notice.
- f. Members serving on active duty shall not be precluded from applying for transfer to the Retired Reserve under this authority if they otherwise would be eligible in accordance with this document.

**8.E.7**

***Separation  
Pay for Members  
with 6 to 15  
Years of  
Service***

- a. During the period beginning on 01 October 1991, and ending on 30 September 1999, a member of the Coast Guard SELRES who:
  - (1) Is involuntarily discharged or transferred from the SELRES (as defined in section 8-E-2).
  - (2) Has completed at least six years of service computed under 10 U.S.C. 12732, and has not completed 15 years of such service, as of the date of the member's involuntary separation, shall be eligible for separation pay computed in this section.

**Section E**  
**TRANSITION PROGRAMS REGULATIONS**

- b. Any period for which the member has previously received separation pay or severance pay under any provision of law based upon the member's service in the armed forces may not be used in computing the member's years of service under this paragraph.
- c. An individual eligible for and electing separation pay under this section shall, upon the member's request, be paid an amount equal to 15 percent of the product of the years of service credited to the member under 10 U.S.C. 12733, and 62 times the daily equivalent of the monthly basic pay to which the individual would have been entitled had the person been serving on active duty on the date of the member's involuntary separation.
- d. An individual who receives separation pay under this section who later receives basic pay, compensation for inactive duty training, or retired or retainer pay under any provision of law, (including service in another RC) shall have such pay or compensation reduced by 75 percent until the total amount withheld through such reduction equals the total amount of separation pay received by the individual.
- e. Members who transfer to the Retired Reserve under the authority set out in section 8-E-6 of this document (early qualification for retired pay at age 60) may not be paid under the authority of this section.

**8.E.8**

**MGIB**

**Eligibility**

- a. During the period beginning on 01 October 1991, and ending on 30 September 1999, a member of the SELRES who:
  - (1) Has received a notice of basic eligibility of entitlement to educational assistance (DD Form 2384 or 2384-1) under 10 U.S.C. Chapter 1606 (the Montgomery GI Bill for the SELRES).
  - (2) Is involuntarily separated from the SELRES as defined in section 2 shall be eligible for the educational assistance authorized under Chapter 1606 until the end of the 10 year period beginning on the date of initial eligibility for benefits status in the DD Form 2384 or 2384-1, notwithstanding the member's separation from the SELRES.
- b. Montgomery GI Bill "2 x 4" and "2 x 2 x 4" Programs. During the period beginning on 01 October 1991, and ending on 30 September 1999, a member of the SEERES who:

**Section E**  
**TRANSITION PROGRAMS REGULATIONS**

- (1) Has been awarded an increase in the amount of basic educational assistance to which the member is entitled for service on active duty as the result of the member's service in the SELRES.
- (2) Is involuntarily separated from the SELRES (as defined in section 2) prior to the completion of the period of SELRES service on which such increase is contingent, shall be eligible for educational assistance at the increased rate notwithstanding the member's separation from the SELRES.

**8.E.9**

***Commissary  
and Exchange  
Privileges***

During the period beginning on 01 October 1991 and ending on 30 September 1999, a member of the Coast Guard SELRES who is involuntarily discharged or transferred from the SELRES (as defined in section 8.E.2) shall be authorized continued use of commissary and exchange stores in the same manner as SELRES members. This authorization shall continue for a period of two years from the involuntary separation date.

Section E  
TRANSITION PROGRAMS REGULATIONS

**APPENDIX A**  
**RESERVE TERMINOLOGY**

<b>Introduction</b>	This appendix provides definitions of Reserve Terminology.
<b>Active Duty (AD)</b>	Full-time duty in the active military service of the United States. It includes duty on the active list, full-time training duty, annual training duty, and attendance while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. (10 U.S.C. 101) AD includes ADT, ADOT, and EAD. (DODI 1205.1)
<b>Active Duty for Special Work (ADSW-AC) (formerly TEMAC)</b>	<p>ADSW-AC is Active Duty for Special Work in support of the Active Component.</p> <p><b>Long-term ADSW-AC</b> is duty performed consecutively in excess of 139 days. <b>Short-term ADSW-AC</b> is duty performed consecutively for 139 days or less. ADSW-AC procedures are outlined in COMDTINST 1330.1 (series). Those procedures must be followed closely, particularly when the ADSW-AC involves reservists from other services.</p>
<b>Active Duty for Special Work (ADSW-RC) (formerly ADT)</b>	<p>ADSW-RC is Active Duty for Special Work in support of the Reserve Component.</p> <p><b>Long-term ADSW-RC</b> is duty performed consecutively in excess of 139 days. <b>Short-term ADSW-RC</b> is duty performed consecutively for 139 days or less.</p>
<b>Active Duty for Training (ADT)</b>	A tour of active duty for training members of the Reserve components to provide trained units and qualified persons to fill needs of the Armed Forces during war or national emergency and such other times as national security requires. It includes annual training, special tours of ADT, school tours, and the initial duty of training performed by non-prior service enlistees.

**APPENDIX A**  
**RESERVE TERMINOLOGY**

<b>Active Duty Other Than Training (ADOT)</b>	Active Duty Other Than Training (ADOT) is a tour of Active Duty that is used for support of Coast Guard missions. ADOT includes Active duty for Special Work (ADSW), Emergency Voluntary Active Duty, and Involuntary Active Duty.
<b>Active Status Pool</b>	A sub-category of the IRR. The Active Status Pool is assigned OPFAC XX-87400.
<b>Anniversary Year (AY)</b>	Anniversary date is the date the member entered into active service or into active status in a Reserve component. This date changes only if the member has a break-in-service through transfer to an inactive status list, transfer to a temporary disability retired list, transfer to the Retired Reserve, or discharge to civilian life for a period greater than 24 hours. When a member with a break-in-service returns to an active reserve status or to active status, the revised anniversary date shall be the date of return or reentry."
<b>Annual Training (AT)</b>	The specified period of active duty (normally 12 days) required annually of all members of the Selected Reserve. It may be performed in increments of one or more days depending upon mission requirements and budget constraints. The training must be related to the reservists rate, RPAL requirements, or unit mission. ISC commanders determine if periods of active duty satisfy the AT requirement.
<b>Appropriate Duty</b>	A special period of IDT (differing from single and multiple drills), under orders, of three to eight hours duration, normally performed on one calendar day. However, one period of appropriate duty may be performed incrementally within one calendar week. One period of appropriate duty is equivalent to a single IDT drill for pay and point purposes.
<b>Armed Forces</b>	The United States Army, Navy, Air Force, Marine Corps, and Coast Guard (10 U.S.C. 101). This includes all the Reserve components.
<b>Armed Services</b>	A term used interchangeably with Armed Forces.

**APPENDIX A**  
**RESERVE TERMINOLOGY**

<b><i>Drill Pay</i></b>	Compensation for IDT is paid at the rate of 1/30 of the basic pay authorized for a member of a uniformed service of corresponding grade. (37 U.S.C. 206)
<b><i>Emoluments</i></b>	Includes base pay, travel pay, subsistence allowances and rental quarters, rations in kind, uniform allowances, physical disability benefits, retirement benefits, and death gratuity.
<b><i>Extended Active Duty (EAD)</i></b>	That active duty performed by a reservist under 10 U.S.C. 12311, 10211, or 12501. Extended active duty is normally for a period between 2 and 4 years, requested in full year increments. Reserve officers on extended active duty fill authorized active duty billets and are included on the Active Duty Promotion List (ADPL) unless they are in a status specifically excluded from the ADPL by the Personnel Manual, COMDTINST M1000.6 (series). Enlisted personnel on extended active duty fill an authorized active duty billet and compete in the active duty advancement system, except reservists in the IV and PS Ratings.
<b><i>Inactive Duty Training (IDT)</i></b>	<p>Duty prescribed for Reserves by the Secretary concerned under section 206 of title 37 or any other provision of law; and</p> <p>Special additional duties authorized for Reserves by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with the prescribed training or maintenance activities of the units to which they are assigned (10 U.S.C. 101)</p> <p>IDT consists of single drills, multiple drills, periods of appropriate duty, or off-duty work or study performed in connection with approved courses of an armed force.</p>
<b><i>Inactive Status List (ISL)</i></b>	A list of officers and enlisted personnel who are in the Standby Reserve (Inactive Status). Personnel in an inactive status may not earn points for retirement or qualify for, or be promoted, and may not receive pay and allowances. (10 U.S.C. 10152)



**APPENDIX A**  
**RESERVE TERMINOLOGY**

<b><i>Individual Mobilization Augmentee (IMA)</i></b>	A ready reservist who trains and mobilizes at an active force command as an individual, rather than as an element or part of a reserve unit.
<b><i>Individual Ready Reserve (IRR)</i></b>	That element of the Ready Reserve of an Armed Force other than the Selected Reserve.
<b><i>Initial Active Duty for Training (IADT)</i></b>	A term used to identify the mandatory training or the equivalent, as determined by the Secretary of the Military department concerned, each member of an Armed Force must complete on initial entry into the Military Service to qualify in a military specialty or branch, as required by Section 671 of title 10 U.S.C. for deployment on land outside the United States and its territories and possessions during war.
<b><i>Inter-Service Training Unit (ISTU)</i></b>	The Coast Guard Reserve OPFAC established to allow a Coast Guard reservist to gain credit for drilling with a unit of another armed force (primarily Navy) which schedules 48 drills and two weeks ADT annually. An approved ISTU is one offering training in the individual's specialty.
<b><i>Mobilization</i></b>	The act of ordering reservists to active duty in the event of a war or national emergency or when otherwise directed by the President. (10 U.S.C. 10103 and 14 U.S.C. 712)
<b><i>Ready Reserve</i></b>	Consists of the Selected Reserve and Individual Ready Reserve liable for active duty as outlined in 10 U.S.C. 12301 and 12303. 10 U.S.C. 10142 provides for an authorized strength in the Ready Reserve which includes members of the Coast Guard and Reserve components on active duty. (10 U.S.C. 10147)

**APPENDIX A**  
**RESERVE TERMINOLOGY**

**Reserve Personnel Allowance List (RPAL)** A listing of Coast Guard billet requirements for selected reservists based on contingency needs, augmentation, and training opportunities. SELRES member accessions, assignments, and advancements are based upon the RPAL, which includes a Billet Code Number (BCN), a rating and grade, and any required qualification code for each billet. The Personnel Allowance List (PAL) expresses active duty billet requirements in a similar manner.

**Reserve Program Administrator** An officer of the Coast Guard Reserve assigned on extended active duty for the purpose of performing duty in connection with organizing, administering, recruiting, instructing, and training the Reserve component of the Coast Guard. (10 U.S.C. 10211)

**Retired Reserve** That portion of the Reserve composed of members who have qualified, volunteered for, and have been transferred to retired status, pursuant to law, and who may be ordered involuntarily to active duty.

The categories of the Retired Reserve are:

RET-1 Retired with pay  
RET-2 Retired awaiting retirement with pay at age 60  
RET-3 Retired without entitlement to pay

**Retirement Point** A numerical unit, used to credit an individual for active duty, membership and participation in reserve training for use in determining retirement benefits.  
(10 U.S.C. 12732(a)(2))

**Satisfactory Federal Service** A year of satisfactory federal service is any anniversary year during which a reservist earned a minimum of 50 retirement points. The accumulation of 20 such years is required for retirement with pay. (10 U.S.C. 12732)

**Selected Reserve** That portion of the Ready Reserve consisting of units and, as designated by the Secretary concerned, of individual reservists with highest priority for mobilization who participate in inactive duty training periods and annual training in a pay status. Also includes persons performing initial active duty for training.

**APPENDIX A**  
**RESERVE TERMINOLOGY**

<b><i>Special Active Duty for Training (SADT)</i></b>	Formerly, a form of ADT used to accomplish needed mobilization-related training that couldn't be accommodated within normal annual training programs. SADT was also used to provide supplementary manpower for tasks that directly support the Reserve Training Program. (See ADT-OTD and ADSW-RC.)
<b><i>Standby Reserve</i></b>	A category of the Reserve composed of members other than the Ready Reserve and Retired Reserve, who are liable for active duty only in time of war or national emergency declared by Congress, or when otherwise authorized by law. No member of the Standby Reserve may be involuntarily ordered to active duty until it has been determined that there are not enough of the required types of units or personnel in the Ready Reserve who are readily available. (10 U.S.C. 373, 10 U.S.C. 12306)
<b><i>Temporary Active Duty (TEMAC)</i></b>	A former duty status involving full-time duty, on a voluntary basis, under 10 U.S.C. 12301(d) for other than training or Reserve Program projects. (See ADSW-AC.)
<b><i>Uniformed Services</i></b>	The Armed Forces of the United States, the Commissioned Corps of the United States Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration. (10 U.S.C. 101(a)(5))

**Appendix B**  
**RESERVE ADMINISTRATION AND TRAINING MANUAL -**  
**RESERVE POLICY MANUAL CROSS INDEX**

**Introduction**     The Reserve Administration and Training Manual (RATMAN) went through an extensive rewrite to create the new Reserve Policy Manual (RPM). Information was moved within, moved to other manuals, and deleted. Also, much of the information that was in the RATMAN was already in other manuals, such as the CG Personnel Manual.

This appendix was created to assist you in locating information formerly contained in the RATMAN.

The following abbreviations for CG Manuals are used:

CGREGS	Coast Guard Regulations, COMDTINST M5000.3
FINCEN SOP	Coast Guard Finance Center Standard Operating Procedures Manual
MMSP	Manpower Mobilization and Support Plan, COMDTINST M3061.1
PA	Public Affairs Manual, COMDTINST M5728.2
PAYMAN	Pay Manual, COMDTINST M7220.29
PERSMAN	Personnel Manual, COMDTINST M1000.6A
PPPM	Personnel and Pay Procedures Manual, PPCINST M1000.2
RECMAN	Recruiting Manual, COMDTINST M1100.2
RPM	Reserve Policy Manual, COMDTINST M1001.28
UNIREGS	Uniform Regulations, COMDTINST M1020.6

**Chapter 1            Coast Guard Reserve**

A	The Coast Guard Reserve	Rewritten, Sec. 1-A
B	Structure of the Coast Guard Reserve	Rewritten, Sec. 1-C
C	Reserve Groups and Units	Deleted
D	Training Pay Categories	Rewritten, Sec. 1-D; RECMAN, PPPM
E	Reserve Classification	Rewritten, Sec. 1-C; RECMAN

**Chapter 2            Mobilization and Emergency Duty**

All		MMSP
A	Full Mobilization	
B	Partial Mobilization	
C	Involuntary Active Duty for Military Operations	
D	Emergency Active Duty for Other Than Military Operations	
E	Emergency Augmentation of Regular Forces During Inactive Duty	
F	Extensions of Duty	

**Appendix B**  
**RESERVE ADMINISTRATION AND TRAINING MANUAL -**  
**RESERVE POLICY MANUAL CROSS INDEX**

**Chapter 3        Procurement, Appointments, and**  
**Enlistments**

All

A	Appointment of Officers From the Regular Coast Guard or Navy	To be added to PERSMAN.
B	Ready Reserve Direct Commission Officer Program	PERSMAN
C	Warrant Officer Selection System	To be added to PERSMAN.
D	Enlisted Personnel	PERSMAN

**Chapter 4        Participation Standards**

All

Rewritten and combined with chapters 5 and 15 to form new chapters 2, 3, 4, & 5.

A	IDT Drill Requirements
B	Annual Training Requirements
C	Participation Standards for Members of the Selected Reserve
D	Participation Standards for Members of the Individual Reserve and Standby Reserve (Active Status)
E	Consequences of Failure to Participate Satisfactorily

**Chapter 5        Assignment and Transfer of**  
**Reservists**

All

Rewritten and combined with chapters 5 and 15 to form new chapters 2, 3, 4, & 5.

A	General
B	Inactive Duty Training
C	Annual Training (AT)
D	Special Active Duty for Training (SADT)
E	Initial Active Duty for Training (IADT)
F	Requesting Reserve Orders
G	Reserve Orders

**Chapter 6        Qualifications**

All

Rewritten, Chap. 6; OEIs to match AD system (codes deleted)

A	Officer Experience Indicators
B	Enlisted Qualification Codes
C	Other Qualifications

Chapter 7      Promotions, Advancements,  
                     Reductions, Changes in Rate and  
                     Status

A	Commissioned Officers
B	Chief Warrant and Warrant Officers
C	Enlisted Personnel
D	Procedures for Ordering and Processing Servicewide Examinations for Advancement in Rate or Change in Rating

All		PERSMAN
A	Leave	
B	Liberty	

All	PERSMAN
A	Absentees and Deserters
B	Uniform Code of Military Justice
C	Civil Arrest
D	Court Memorandum, Punitive Letters of Censure and Administrative Censure

All	PERSMAN
A	Officer Evaluation Reports
B	Evaluation of Performance of Enlisted Personnel

All		
A	Casualties	Rewritten to form new chapter 7-E.
B	Disability Orders and Notice of Eligibility for Disability Benefits, CG-4671	Rewritten to form new chapter 8-D.
C	Decedent Affairs	PERSMAN

## Appendix B

## Chapter 12 Separations from the Service

All Rewritten, Chap. 8

- |   |  |
|---|--|
| A | Separation of Officers   |
| B | Separation of Enlisted Personnel   |
| C | Retirement   |
| D | Disability Retirement and Severance Procedures   |
| E | Regulation for Implementation of Transition Programs for members of the Coast Guard Selected Reserve |

## Chapter 13 Personnel Records and Forms

All PERSMAN, PPPM

- |   |                                |
|---|--------------------------------|
| A | Personnel Data Records (PDR)   |
| B | Correction of Military Records |
| C | Identification Cards and Tags  |

## Chapter 14      Boards and Screening of Personnel

All	Deleted; currently handled by ALDIST. New guidance to appear in this manual in the future.
-----	--

- |   |   |
|---|---|
| A | Coast Guard Reserve Policy Boards                                   |
| B | Reserve Forces Policy Board   |
| C | State Reserve Forces Facilities Boards                              |
| D | Commissioned, Chief Warrant and<br>Warrant Officer Personnel Boards |

## Chapter 15 Reserve Training

All    Rewritten and combined with chapters 4  
and 15 to form new chapters 2, 3, 4 & 5

- |   |                                   |
|---|-----------------------------------|
| A | Authorized Reserve Activities     |
| B | Training Duty Statuses Available  |
| C | Training General Policies         |
| D | Wartime Mission Training          |
| E | Formal Training                   |
| F | Augmentation Training             |
| G | Annual Training (AT)              |
| H | Reserve Programs                  |
| I | Inactive Duty Training (IDT)      |
| J | Career Development Program (CDP)  |
| K | Mob Billet Qualification Criteria |
| L | Reserve Aviation Program          |

**Appendix B**  
**RESERVE ADMINISTRATION AND TRAINING MANUAL -**  
**RESERVE POLICY MANUAL CROSS INDEX**

**Chapter 16      Civil Matters**

All		CGREGS; PERSMAN; PA
A	Soldiers' and Sailors' Civil Relief Act	
B	Employment Restrictions	
C	Reemployment Rights	
D	Publication of Articles or Books	

**Chapter 17      Reports and Forms**

A	Reserve Boat Reports	Deleted
B	Domestic Emergency Reports	MMSP
C	Reserve Activities Reports	PPPM
D	Forms	Deleted
E	Joint Personnel Reporting	MMSP

**Chapter 18      Dependents Welfare and Special  
Benefits**

All		PERSMAN
A	Identification Cards for Reserve Family Members	
B	Reserve Component Survivor Benefit Plan (SPB)	
C	Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)	

**Chapter 19      Drug and Alcohol Abuse Program**

All		PERSMAN
A	Applicability, Policy, Goals, and Objectives	
B	Alcohol Abuse Program	
C	Drug Abuse Program	

**Chapter 20      Pay and Allowances**

All		PAYMAN
A	Entitlement to Pay and Allowances	

**Chapter 21      Uniforms and Clothing**

All		UNIREGS
A	General	
B	Enlisted Personnel	



Appendix B  
RESERVE ADMINISTRATION AND TRAINING MANUAL -  
RESERVE POLICY MANUAL GROSS INDEX

## INDEX

### A

SUBJECT	PAGE
Absences; IDT	2-B-4
Active Duty for Reservists; Defined and Types	3-A-2
Active Duty for Other Than Training	
Applying for ADSW	3-D-7
Authority	3-D-4
Cancellation or Early Termination of Orders	3-D-6
Defined and Types	3-D-2
Extensions	3-D-6
Funding	3-D-5
Identifying Reservists for ADSW	3-D-7
Issuance of Orders	3-D-5
Limits	3-D-4
Status of Reservists on ADSW Orders	3-D-7
Sub-categories	3-D-2
Active Duty for Training	
Authority and Limits	3-C-4
Cancellation or Early Termination of Orders	3-C-6
Defined and Types	3-C-2
Issuance of Orders	3-C-6
Sub-categories	3-C-3
Active Duty for Training Without Pay	3-F-6
Administrative Discharge Board; Final Action	8-B-8
ADSW	
Applying for and Identifying Reservists for	3-D-7
Status of Reservists on Orders	3-D-7
Advancement	
Additional Eligibility Requirements for E-7, E-8, or E-9	7-C-10
After Reduction	7-C-17
Completion of Class A School	7-C-6
Correspondence Courses	7-C-5
Effective Date	7-C-15
(or Change in Rating) Elements	7-C-4
Evaluation Marks	7-C-5
General Information	7-C-2
Hearing/Color Requirements	7-C-7
Limitations	7-C-7
Path of	7-C-6
Personnel Who Passed SWE	7-C-14
Responsibility	7-C-4
Security Clearance Requirements	7-C-7
Service Requirements	7-C-8

**INDEX**  
**A**  
**(cont'd)**

<b>SUBJECT</b>	<b>PAGE</b>
Affiliation of USPHSR Officers	4-C-2
Age; Mandatory Discharge, Enlisted Personnel	8-B-8
Age; Mandatory Separation, Officers	8-A-4
Annual Training Requirement;	
Defined and Requirements	3-B-2
Goal of Active Duty	3-B-2
Personnel in Foreign Residence	3-B-5
Requirements for Switching TRA/PAY CATs	3-B-4
Waivers; Reasons and Requests	3-B-3
Applying for ADSW	3-D-7
Applying for Resident Training; How, When, Quota	3-E-4
Appropriate Duty; Defined and Types	2-A-3
Assignments	
Enlisted Qualification Codes	6-B-2
Limitations for Pregnant Reservists	4-C-2
Of Personnel upon Separation from Active Duty	4-C-3
To Inter-Service Training Units	4-C-3
To Units Within the ISC AOR	4-C-2
Authority to issue (amend, terminate) Reserve Orders	3-F-4
Authorized Number of Commissioned Officers	7-A-3

**C**

Cancellations (or Early Termination) of ADOT	3-D-6
Cancellations (or Early Termination) of ADT	3-C-6
Cancellation of Enlisted Qualification Codes	6-B-2
Career Path Charts (Reserve Officer and Senior Enlisted)	4-C-6
Casualties and Medical Benefits (NOE)	7-E-2
Change in Rate and Rating	7-C-11
Change in Rating (or Advancement) Elements	7-C-4
Change of Residence; Participation Standards	4-A-4
Check-off list; Educational Services Officer	7-D-4
Civilian Occupation Codes	6-D-2
Class A School; Completion for Certain Ratings	7-C-6
Compliance Measures; Failure to Participate	4-B-2
Computing Disability Retired Pay	8-D-4
Computing Reserve Retired Pay	8-C-10
Correspondence Courses; for Advancement	7-C-5
Counseling for Unsatisfactory Participation	4-A-3
Creditable Service for Retirement	8-C-4

## INDEX

SUBJECT	PAGE
<b>D</b>	
Declining to (of failing to) Act on Promotions	7-A-13
Designators	7-C-18
Disability Retirement and Severance Procedures	
Grade on Retirement	8-D-4
Members on Active Duty for more than 30 days	8-D-2
Members on Inactive Duty for less than 30 days	8-D-3
Retired Pay; Computation of	8-D-4
Retirement; General	8-D-2
Temporary Disability Retired List	8-D-3
Discharge	
Effective Time; Enlisted Personnel	8-B-8
For age; Mandatory, Enlisted Personnel	8-B-8
For Misconduct	8-B-7
Dismissal (or dropping) from the Rolls	8-A-12
Disqualifying Physical Condition; Separation for,	
Enlisted Personnel	8-B-9
Drills; Defined and Types	2-A-2
Dropping (or dismissal) from the Rolls	8-A-12
<b>E</b>	
Early Release for Education Purposes	8-B-3
Early Separations	8-B-3
Early Termination (or Cancellation) of ADOT	3-D-6
Early Termination (or Cancellation) of ADT	3-C-6
Effective Date of Advancement	7-C-15
Effective Time of Discharge; Enlisted Personnel	8-B-8
Eligibility for SWE	7-D-2
Eligibility Requirements; Additional for E-7, E-8, E-9	7-C-10
Enlisted Qualification Codes; Assignment, Cancellation,	
Service Record Entries	6-B-2
Evaluation Marks; for Advancement	7-C-5
Experience Indicators; Officer	6-A-2
Extensions of ADOT Orders	3-D-6

<b>SUBJECT</b>	<b>INDEX</b>	<b>PAGE</b>
<b>F</b>		
Failure		
Of Officer to Earn Minimum Required Retirement Points		4-B-3
Of Selection		7-A-7
To (or declining to) Act on Promotions		7-A-13
To Attend or Complete ROCI		4-B-3
To Meet Promotion Criteria		7-A-13
To Participate; Compliance Measures		4-B-2
To Promote due to Removal from Active Status		7-A-14
To Report IAW Orders		4-C-4
To Undergo Physical Examinations		4-B-3
Foreign Residence; Personnel in, Annual Training		3-B-5
Frocking		7-A-14
Funding ADOT Orders		3-D-5
<b>H</b>		
Hardship Transfers to IRR		4-A-3
Hearing/Color Requirements		7-C-7
History of the Coast Guard Reserve		1-B-1
<b>I</b>		
Identifying Reservists for ADSW		3-D-7
Inactive Duty for Training (IDT)		
Absences		2-B-4
Drill Orders		2-B-2
Frequency Authorization		2-B-3
Minimum Drill Attendance		2-B-4
Reasonable Commute Distance		2-B-5
Travel While on Orders		2-B-5
Inactive Duty Promotion List (IDPL)		7-A-2
Ineligible for Reenlistment; Processing Procedures		8-B-2
Injury While on Active Duty (NOE)		7-E-2
Interservice Transfers; Enlisted Personnel		8-B-9
Interservice Transfers; Officers		8-A-5
Investigator Rating (IV)		7-C-16
IRR and Standby Reserve (Active Status) Unsatisfactory		
Participation		4-A-2
IRR; Hardship Transfer		4-A-3

## INDEX

### SUBJECT

### PAGE

#### I (cont'd)

Issuance of Notice of Eligibility	7-E-2
Issuing ADOT Orders	3-D-5
Issuing ADT Orders	3-C-6

#### L

Limitation of VA Benefits; Retirement	8-C-14
Limitations on Advancement	7-C-7
Limitations on Reserve Orders	3-F-6
Limits on ADOT	3-D-4
Limits on ADT-OTD	3-C-5

#### M

Mandatory Discharge for Age; Enlisted Personnel	8-B-8
Mandatory Separation for Age; Officers	8-A-4
Medical Benefits and Casualties (NOE)	7-E-2
Medical Benefits Process Flow and Samples	7-E-4
Minimum Drill Attendance	2-B-4
Misconduct; Discharge for	8-B-7
Mission of the Coast Guard Reserve	1-A-2

#### N

Notice of Eligibility	
Issuance	7-E-2
Pay and Allowances While on	7-E-4
Payment of Medical Bills	7-E-4
Payment of Travel Costs	7-E-4

#### O

Obligations; Retirement	8-C-13
Officer Experience Indicators	6-A-2
Operational Milestones of the Coast Guard Reserve	1-B-5

# INDEX

## SUBJECT

## PAGE

### P

Participation Standards	4-A-2
Path of Advancement	7-C-6
Pay; Computing Retired	8-C-10
Performance Measures of the Coast Guard Reserve	1-A-2
Physical Examinations; Failure to Undergo	4-B-3
Physical Examinations; Retirement	8-C-5
Physical Examinations; Separation of Enlisted Personnel	8-B-3
Physical Fitness (and Weight) Standards	4-A-6
Post World War II SELRES Strength	1-B-7
Predischarge Interview; Enlisted Personnel	8-B-2
Pregnant Reservists; Limitations on Assignments	4-C-2
Process Flow and Samples; Reserve Medical Benefits	7-E-4
Processing Procedures; Personnel not Eligible for Reenlistment	8-B-2
Processing Procedures; Unsatisfactory Performers	8-B-3
Programs	
RJ	5-F-2
RK	5-C-2
RL	5-F-2
RM	5-E-2
RN	5-F-2
RP	5-A-2
RQ	5-F-2
RX	5-D-2
RY	5-B-2
Promotions; Chief Warrant Officers	
Consideration by Next Annual Selection Board	7-B-4
Declining Promotions or Failing to Obtain a Required Physical	7-B-7
Effect of Removal from an Active Status on Promotion	7-B-8
Eligibility for Permanent Promotion	7-B-2
Failure of Selection	7-B-3
Failure to meet Promotion Criteria	7-B-7
Lateral Change in Warrant Specialty	7-B-8
Procedures for Effecting Promotion	7-B-6
Promotion Lists	7-B-5
Requirements for Promotion	7-B-5
Removal from a Promotion List	7-B-6
Selection for Promotion	7-B-2

## INDEX

### SUBJECT

### PAGE

#### P (cont'd)

Promotions; Commissioned Officers	
Defined	7-A-2
Failing to (or declining to) Act on Promotions	7-A-13
Failure (to promote) due to Removal from Active Status	7-A-14
Failure of Selection	7-A-7
Failure to Meet Promotion Criteria	7-A-13
Inactive Duty Promotion List (IDPL)	7-A-2
Promotion Lists	7-A-10
Promotion Lists; Removal from	7-A-12
Requirements for	7-A-10
Running Mates	7-A-4
Selection and Promotion	7-A-6

#### Q

Qualification Codes; Enlisted; Assignment, Cancellations, Service Record Entries	6-B-2
Qualifications; Officer and Enlisted	6-C-2
Qualifying Requirements for Former Members	8-C-15
Quotas; Resident Training	3-E-2

#### R

Rate (and Rating); Changes in	7-C-11
Ready Reserve; Defined	1-C-2
ROCI; Failure to Attend or Complete	4-B-3
Reading List; Recommended	1-B-7
Reasonable Commute Distance	2-B-5
Reduction in Rate	7-C-20
Reduction; Advancement After	7-C-17
Regulatory/Policy Time Line of the Coast Guard Reserve	1-B-4
Reporting IAW Orders; Failure to	4-C-4
Reserve Categories and Classes; Codes	1-D-2
Reserve Orders	
ADT Without Pay	3-F-6
Authority to Issue, Amend, Terminate	3-F-4
General Information	3-F-2
Limitations	3-F-6
Reservists on ADSW Orders; Status of	3-D-7



<b>SUBJECT</b>	<b>INDEX</b>	<b>PAGE</b>
	<b>R</b>	
	<b>(cont'd)</b>	
Resident Training of Reservists		
Applying; How, When, Quota		3-E-4
Coast Guard Class Schedules		3-E-3
Defined and Goals		3-E-2
Open to Reservists		3-E-2
Reserve Specific Schools		3-E-4
Unit, ISC, MLC, PERSRU and Commandant Duties		3-E-5
Resignations		8-A-6
Retired Pay; Computing		8-C-10
Retired Pay; Disability, Computation of		8-D-4
Retired Reserve; Defined		1-C-7
Retirement		
Annual or Terminal Statement of Retirement		
Points HRSIC-4175A		8-C-9
Categories		8-C-3
Computing Reserve Retired Pay		8-C-10
Creditable Service		8-C-4
General Information		8-C-2
Grade for Computation of Pay		8-C-7
Grade or Rate		8-C-7
Limitations of VA Benefits		8-C-14
Obligations		8-C-13
Physical Examinations		8-C-5
Points		8-C-7
Points; Failure of Officer to Earn Minimum Required		4-B-3
Privileges		8-C-13
Procedures for (RET-1 & 2)		8-C-5
Qualifying Requirements for Former Members		8-C-15
Revocation of Commissions		8-A-9
RJ Program		5-F-2
RK Program		5-C-2
RL Program		5-F-2
RM Program		5-E-2
RN Program		5-F-2
RP Program		5-A-2
RQ Program		5-F-2
Running Mates		7-A-4
RX Program		5-D-2
RY Program		5-B-2

## INDEX

SUBJECT	PAGE
<b>S</b>	
Satisfactory Participation	4-A-2
Security Clearance Requirements for Certain Ratings	7-C-7
Selection and Promotion	7-A-6
SELRES Unsatisfactory Participation	4-A-2
Senior Reserve Enlisted & Officer Career Paths & Roles	
Under Team CG	4-C-4
Separation	
Captains; 30 Years Service	8-A-14
Due to Failure of Selection	8-A-10
Enlisted Personnel; General Information and Types	8-B-2
For age; Mandatory, Officers	8-A-4
For Cause	8-A-12
For Disqualifying Physical Condition;	
Enlisted Personnel	8-B-9
For Extreme Community Hardship	8-B-6
Forms of Resignations	8-A-7
For Personnel Hardship	8-B-3
From Active Duty; Assignment of Personnel	4-C-3
Officers; General Information and Types	8-A-2
Service Record Entries for Enlisted Qualification Codes	6-B-2
Service Wide examination	
Eligibility	7-D-2
Multiple (chart)	7-C-2
Substitute Examinations	7-D-2
Educational Services Officer Check-off List	7-D-4
Standby Reserve (Active Status); and IRR,	
Unsatisfactory Participation	4-A-2
Standby Reserve; Defined	1-C-5
Statement of Retirement Points PPC-4175A	8-C-9
Status of Reservists on ADSW Orders	3-D-7
Statutory Basis of the CG Reserve	1-A-2
Structure of the Coast Guard Reserve	1-C-1
Sub-categories of ADOT	3-D-2
Sub-categories of ADT	3-C-3
Substitute Servicewide Examinations	7-D-4

## INDEX

SUBJECT	PAGE
<b>T</b>	
Temporary Disability Retired List	8-D-3
Time in Service Requirements; for Advancement	7-C-7
Timeline; Regulatory/Policy, of the Coast Guard Reserve	1-B-4
Training Pay Categories	
Changes	1-D-6
Codes	1-D-3
Reservists on Extended Active Duty	1-D-7
Retired Reserve	1-D-3
30-Year Limitation	1-D-7
Transfers	1-D-6
Unusual Cases	1-D-7
Training Process Flowchart	
RK Program	5-C-3
RM Program	5-E-3
RP Program	5-A-3
RX Program	5-D-4
RY Program	5-B-3
Training Rating Indicators	7-C-19
Transfers to IRR, Hardship	4-A-3
Transition Programs Regulations	
Section 1 - Restriction on Reserve Force Reductions	8-E-2
Section 2 - Involuntary Separation Defined	8-E-2
Section 3 - Priority for Affiliation with the SELRES	8-E-3
Section 4 - Notification of Rights and Benefits	8-E-3
Section 5 - Temporary Authority for the Elimination of Reserve Officers from an Active Status	8-E-3
Section 6 - Early Qualification for Retired Pay at Age 60	8-E-4
Section 7 - Separation Pay for Members with 6 to 15 Years of Service	8-E-5
Section 8 - MGIB Eligibility	8-E-6
Section 9 - Commissary and Exchange Privileges	8-E-7
Travel Notification (Outside the U.S.)	4-A-4
Travel While on IDT Orders	2-B-5
Types of ADOT	3-D-2
Types of ADT	3-C-2

## INDEX

### SUBJECT

### PAGE

#### U

U.S. Public Health Service Reserve Officers; Affiliation of	4-C-2
Unsatisfactory Participation; Counseling	4-A-3
Unsatisfactory Participation; IRR and Standby Reserve (Active Status)	4-A-2
Unsatisfactory Participation; SELRES	4-A-2
Unsatisfactory Performers; Processing Procedures	8-B-3

#### V

VA Benefits; Retirement Limitations	8-C-14
Vision of the Coast Guard Reserve	1-A-2

#### W

Waivers; Annual Training Requests for	3-B-4
Weight (and Physical Fitness) Standards	4-A-6
Reserve Policy Manual (M1001.28), CH-1	I-11